

# Denmark Technical College

*Established 1947*

## 2003-2005 Student Handbook



Denmark Technical College

500 Solomon Blatt Boulevard

Post Office Box 327

Denmark, South Carolina 29042-0327

(803) 793-5176

[www.den.tec.sc.us](http://www.den.tec.sc.us)

## GENERAL INFORMATION

There are certain rights and privileges we all share as members of the Denmark Technical College family, and in so doing, we must also assume certain obligations and responsibilities. ***Denmark Technical College's Student Handbook*** is an information and reference guide dealing with the rules and regulations, procedures and services of the College for students. The College hopes that guidelines and information in this book will be of great value in helping students adjust to college life and become an integral part of college activities.

This handbook is made available to every student, and copies may be obtained from the Student Services Office. Information on costs, financial assistance, student eligibility, academic programs, retention rates, and graduates may also be obtained from the Office of the Executive Dean of Student Services at Denmark Technical College.

## REGIONAL ACCREDITATION

Denmark Technical College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools  
(1866 Southern Lane, Decatur, Georgia 30033-4097)  
Phone: (404) 679-4501  
to Award Certificates, Diplomas, and Associate Degrees

## PROGRAM ACCREDITATION

Denmark Technical College's Electromechanical Engineering Technology Associate Degree Program is accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology,  
111 Market Place, Suite 1050, Baltimore, MD 21202-4012  
Phone: (410) 347-7700

Denmark Technical College's General Business Associate Degree Program is fully accredited by the Association of Collegiate Business Schools and Programs,  
7007 College Boulevard, Suite 420, Overland Park, Kansas, 66211  
Phone: (913) 339-9356

## NON-DISCRIMINATION POLICY

Denmark Technical College is committed to a policy of non-discrimination in the provision of equal opportunity and equal access in student services, programs and student employment, and in faculty and staff employment and advancement without regard to race, color, religion, sex, age, ethnic origin, political affiliation, disability, veteran status or marital status.

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## **A MESSAGE FROM THE PRESIDENT**

Dear Students:

Congratulations on your decision to continue your higher education at Denmark Technical College. While the pursuit of learning is rigorous and requires self-discipline, our combined efforts will enhance your ability to achieve your highest potential. The administrators, faculty, and staff are student oriented, and we take seriously our obligation to provide those aspects of education that encourage your active participation in business, industrial, and community affairs that are vital to your success in the future.

Denmark Technical College is fortunate to have you as a student. We invite you to participate in all of the services that are available here on the campus. I extend to you my very best wishes for a successful DTC experience.

Sincerely,

A handwritten signature in cursive script that reads "Joann R. G. Boyd-Scotland".

Joann R. G. Boyd-Scotland, Ph.D.  
President



## **ABOUT THE COLLEGE**

### **History**

The General Assembly of the state of South Carolina authorized the establishment of Denmark Technical College in 1947, and the College began operation on March 1, 1948, as the Denmark Branch of the South Carolina Trade School System. At its inception, the institution functioned under the authority of the South Carolina Department of Education and was mandated to educate black citizens in various trades.

In 1969, the control of Denmark Area Trade School (Denmark Technical College) was transferred to the South Carolina Advisory Committee for Technical Training which acted under the supervision of the State Board for Technical and Comprehensive Education. During that same year, the name of the College was changed to Denmark Technical Education Center. In 1979, the Institution was accredited by the Southern Association of Colleges and Schools and assumed its present designation as Denmark Technical College.

Since 1948, the College has experienced significant growth and now takes pride in the fact that it has become a comprehensive two-year college which offers a broad range of programs and services. The College is located in Denmark, South Carolina, a small city of approximately 5,000 citizens. The campus stands on 53 beautifully landscaped acres of land, conveniently located about 50 miles south of Columbia, 85 miles northwest of Charleston, and 50 miles east of Augusta, Georgia.

Denmark Technical College is the only technical college in the state system that maintains residence halls and dining facilities for resident students.

## MISSION AND INSTITUTIONAL GOALS

Denmark Technical College is a public, comprehensive, Historically Black, two-year technical college located in rural Bamberg County. The College annually serves approximately 2,000 credit and continuing education hour students, a mix of traditional, non-traditional, full-time and part-time. Denmark Technical College is the only technical college in the State of South Carolina with on-campus housing. As a member of the South Carolina Technical College System, Denmark Technical College's mission is related to the educational mission of the State of South Carolina and the Technical College System.

The College's primary service area is comprised of Bamberg, Barnwell, and Allendale Counties with a legislated mandate to serve students throughout the state. As an open-door institution, the College provides affordable, post-secondary education culminating in associate degrees, diplomas, or certificates to citizens from diverse educational and socioeconomic backgrounds.

The mission of Denmark Technical College is fourfold: 1) to provide students the knowledge and skills necessary for employment and maintenance of employment as technical, semi-professional, and skilled workers in engineering and industrial technologies, business, computer technologies, and public service; 2) to prepare students for transfer to senior institutions; 3) to provide graduates with competency in written and oral communications, computer literacy, information processing, mathematics, problem-solving and interpersonal skills necessary for life-long learning; and 4) to enhance the economic development and growth of the service area and the state.

Denmark Technical College pursues its mission within a student-centered environment based on the fundamental values of a commitment to excellence, fostering a positive learning process, well-balanced cultural and social experiences, an atmosphere of mutual respect, an understanding of and the ability to function in a technologically advanced world, and realization of the need for a strong work ethic.

The College seeks to fulfill its mission by offering the following programs using multiple instructional methods, including traditional lecture and lab and distance education through interactive video and satellite technology for both on-campus and off-campus instruction:

**Senior College/University Transfer Program:** Completion of courses directly equivalent to the first two years of traditional college study as offered at senior colleges and major universities which may be transferred to senior colleges.

**Technical Education:** Curriculums designed to provide the knowledge and skills needed for employment in industry, business, and government.

**General Education:** Courses to provide the common knowledge, skills, and attitudes needed by each individual to be effective as a worker, a consumer, and a participant in a democratic society.

**Continuing Education:** Credit and noncredit classes offered during the day, in the evening, and on Saturday to assist the adults in the region in the continuation of their learning experiences.

**Transitional Studies:** A program to prepare individuals for admission to the technical and transfer curriculums at the College by helping individuals develop the basic skills necessary to succeed.

**Specialized Training Programs:** Training coordinated with South Carolina industries through the Center for Accelerated Technical Training and provided where specific job opportunities are available for new or expanding industries.

**Region and Community Services:** Specialized services to help meet the cultural and educational needs of the region including cultural events, workshops, meetings, lectures, conferences, seminars, and other special community projects.

## **INSTITUTIONAL GOALS**

### **Marketable Graduates**

Prepare graduates with the skills and competencies to meet the demands of a technologically dynamic, competitive workplace and academically challenging senior college environments.

### **Academic Programs**

Provide comprehensive instructional programs using flexible access to education, training, and retraining using Distance Learning, evening and weekend scheduling, and variable length courses in addition to traditional instruction.

### **Resources**

Expand and upgrade the financial and infrastructure resources necessary to achieve the College's Mission.

### **Institutional Effectiveness**

Ensure accountability and the effective and efficient performance of all aspects of the College through assessment and the continual professional development of the faculty, staff and administrators.

### **Economic Development**

Contribute to the economic and community development of the service area and the state through cooperative and collaborative programs with business and industry, community agencies and organizations, local schools and other colleges and universities.

### **Student Development**

Provide students with instructional support and cultural, recreational, and social experiences in a student-centered environment with respect for diversity.

### **Marketing and Image**

Develop a marketing strategy to promote the image of the College and to facilitate the recruitment of students.

## **FACILITIES**

Modern facilities and park-like grounds combine to make an attractive college setting at Denmark Technical College. There are 18 buildings, including recreational facilities, on the 53-acre campus.

### **Thomas N. Rhoad Dining Hall**

The Rhoad Dining Hall is open to students for breakfast, lunch, and evening meals. The faculty and staff dining hall serves lunch during the week to faculty, staff, and guests. The Rhoad Dining Hall also houses the Food Services Program.

### **William L. McDuffie Student Services Center**

The McDuffie Student Services Center includes a gymnasium/auditorium, a canteen with lounge areas for residential and commuting students, outdoor basketball courts, outdoor tennis courts, and baseball field, providing numerous recreational opportunities for students. The canteen provides an alternate meal-snack area.





## **Learning Resources and Technology Center**

The mission of the Learning Resources and Technology Center is to support the intellectual and cultural environment of the College by providing information and services to meet the curricular, research, and self-development needs of the students, faculty, staff and community users.

The Learning Resources and Technology Center is a gateway to information resources in both traditional and electronic formats as well as a provider of many services that meet the informational and research needs of its users.

The Learning Resources and Technology Center's webpage provides a wealth of information for users on-campus and off-campus to peruse. The online catalog is located on the library's webpage and provides access to the library's holdings in book format.

Library students, faculty, staff and the community have access to the following online research databases: EBSCOHOST, FACTS.COM, FIRSTSEARCH, PROQUEST, and FERGUSON'S CAREER GUIDANCE CENTER.

Another vital resource is DISCUS, South Carolina's Virtual Library. Managed by the South Carolina State Library, the DISCUS project provides all of the state's libraries with free access to four large databases of full text articles, reference books full text, newspapers and other informational formats. In addition to general and academic topics, the databases provide extensive coverage of topics in business and health.

Denmark Technical College offers distance education courses and programs through a variety of delivery modes. The delivery modes include synchronous delivery such as face-to-face (teacher and learner in the same classroom), one-way video and two-way audio (satellite broadcast via SC-ETC), two-way video and two-way audio (videoconferencing via Bell South lines), and on-line at same time (Internet).

Distance Education is becoming the mainstream for enhancing remote instructional technology. The Learning Resources and Technology Center participates in the SCTECHONLINE network, which originates from the Office of the State Board for Technical and Comprehensive Education offices in Columbia. This network provides inter-connectivity for all of the sixteen (16) technical colleges to provide telecommunications-based courses to students and videoconferencing to students, faculty and staff.



## **STUDENT SERVICES**

The Office of Student Services functions as a clearinghouse for student information and services and strives to incorporate student activities as a vital part of each student's total educational experience. The mission of Denmark Technical College's Student Services Division is to maximize student success. Its purpose is to provide the leadership, coordination, and management necessary to ensure that college resources committed to student services functions are used as effectively as possible in helping students identify, pursue and achieve their individual goals. This purpose is in accordance with the philosophy of the student services profession. In order to affirm this role and guarantee its application to all aspects of divisional function, three main objectives are set forth. These objectives are:

### **(1) TO AFFIRM THE DIGNITY AND WORTH OF EVERY PERSON**

This part of the mission is fundamental to the profession of student services and has been the cornerstone of every significant professional statement of mission since the Student Personnel Point of View was published by the American Council on Education in 1937. This unwavering commitment actively opposes any type of discrimination and seeks to affirm human freedom, the right to equal opportunity, and the appreciation of ethnic, cultural, and intellectual diversity.

## (2) TO FACILITATE STUDENTS' DEVELOPMENTAL GROWTH

Student Services is concerned with all aspects of students' growth and development and views the facilitations of such development as a primary educational mission of the College. The division has chosen to place particular emphasis upon the facilitation of students' attainment of self-direction and clear purpose. This emphasis is embedded within the context of dedication to the intellectual development that represents the primary mission of higher education.

## (3) TO SUPPORT STUDENT GOAL ACHIEVEMENT

The College as a whole is committed to student success, best exemplified by students' achievement of their goals. Student Services has a special role to play in challenging, guiding, and supporting students as they clarify, modify, and seek to realize their values and goals. A vital role also exists in the promotion of student retention by helping to create a community of learning. This community seeks to provide a stimulating and caring environment that facilitates students' meaningful involvement in the learning process.

Services rendered for the comprehensive development of students include:

- Admissions and Records
- Career Planning and Placement
- Counseling Services
- Financial Aid
- Health Services
- Recruitment
- Residential Centers
- Student Activities
- Student Life
- Transportation

Detailed information concerning enrollment services and financial aid can also be found in the Denmark Technical College Catalog.

## **ADMISSIONS**

All new students, both freshmen and transfer students, must submit an application to be admitted to a program of study by the Admissions Office. Admission procedures, including processes for international students, are provided in the college catalog.

## **Re-Admission Procedure**

Former Denmark Technical College students who were not enrolled for the preceding academic term (excluding summer term) and who wish to re-enroll must complete a re-admission application prior to re-entry. Forms are available in the Office of Admissions and Records. Students who have attended another college during the interim should request that college to send an official transcript of all academic work to the Office of Admissions and Records at Denmark Technical College. Applicants for re-admission are subject to established assessment and placement guidelines to ensure appropriate course placement and promote student success.

## **Placement Test (ASSET)**

A student who has taken an independently administered, approved test within the last 12 months may submit the official notification of the test score to Denmark Technical College to demonstrate ability to benefit. By accepting the results of a prior test, the college is responsible for documenting that the test was independently administered. A student who transfers to a new program at the same college, without withdrawing or who takes a leave of absence but is considered continuously enrolled is not required to take a new test. However, a student who withdraws from a school and then re-applies must take a new test, if the test taken is more than 12 months old.

**PLEASE NOTE:** The college reserves the right to refuse admission to any student who has an unacceptable academic, conduct, or health record. Persons who have any financial obligation to the college must resolve these obligations before they will be allowed to register for classes.

## **ADVANCED STANDING**

Denmark Technical College has established policies and procedures which may allow students to enter certain curriculum programs with advanced standing. In many cases, credit may be awarded through transfer of credit from other post-secondary institutions, challenge examinations, the College Level Examination Program (CLEP), or military experience. In addition, many of the college's programs have developed articulation agreements with vocational schools in the college's service area which also allow for advanced placement. Students interested in advanced standing should furnish appropriate documentation to the Admissions Office. After this information has been reviewed by the appropriate academic area, students will be notified of information regarding academic credits awarded.

## **Students Without a High School Diploma or GED**

Based on the approved “ability-to-benefit” provision of Denmark Technical College, any applicant who is not a high school graduate must obtain a minimum ASSET score of 35 in writing and reading and 33 in mathematics for admission to the college. Applicants failing to earn the minimum ASSET score will be referred to adult education programs in the region. Each enrollee admitted without a high school diploma or GED may take up to one year of Transitional Studies courses and receive financial aid.

All Transitional Studies work should be completed within one year (2 semesters). If the student fails to clear up all basic skills deficiencies within one year, no financial aid will be available.

### **Admission to Program**

Students must meet the pre-test admission and other requirements in order to gain program admission. See curriculum display sheets in the Academic Program section of the Denmark Technical College Catalog for specific program information. Students without a high school diploma or GED may not enter an associate degree, diploma, or college transfer programs until a GED certificate is earned.

## **FINANCIAL AID**

Financial Aid is assistance which may be available to meet the cost of attending college. It may be in the form of grants, scholarships, loans, or work-study. Grants are gifts not to be paid back in cash or by working. Loans must be repaid, usually after students leave school, with interest. The work-study program consists of part-time employment on- or off-campus which does not interfere with students' class schedules. Specific information on scholarships can be found in the Financial Aid Office.

Application for financial aid must be made to the Office of Financial Aid. Eligibility must be established each year for which aid is requested by completing a Free Application for Federal Student Aid (FAFSA). Many Denmark Technical College students receive assistance through one or more of the major federal aid programs. Some also obtain aid from state and local sources. Those needing assistance are urged to look for local aid programs as well as to investigate the sources listed below.

### **The Major Federal Aid Programs**

**Federal Pell Grant** - Pell Grants provide non-repayable funds to eligible applicants and are intended to be the foundation of a combination of awards. These grants may be used for payments of tuition, books and living expenses, but do not to cover the full cost of these items.

**Federal Supplemental Educational Opportunity Grant (FSEOG)** - SEOG's are awarded to students with exceptional financial need. At Denmark Technical College, FSEOG's are awarded to students who have remaining eligibility after being considered for a Pell Grant and part-time work.

**The Federal Stafford Student Loan** (formerly the Guaranteed Student Loan or GSL) is a low-interest loan administered by the South Carolina Student Loan Program to assist students in paying educational-related expenses. Repayment is deferred until six months after the student leaves college and payments are made in monthly installments.

**William D. Ford Federal Direct Loans** - Federal Direct Loans are low interest loans available to students to help pay expenses related to attending a college or university. Repayment with interest begins six months after the student stops attending college at least half-time.

A direct subsidized loan means that the Federal Government will pay the interest on the loan while you are enrolled in college on at least a half-time basis and during the grace period or, if possible, deferment period. Direct unsubsidized loans are available if you do not qualify for other types of financial assistance. An unsubsidized loan means that you are responsible for paying all interest on the loan.

**Federal Direct PLUS Loans** - The Federal Direct Plus Loan Program was established to ease the burden that the cost of post-secondary education places on many families. Federal Direct PLUS loans are available to parents of dependent students who need additional financial assistance or who may not qualify for other types of financial assistance.

**Federal Work-Study (FWS)** - The Federal Work-Study Program provides part-time employment for eligible undergraduate and graduate students. Most FWS jobs are located on campus, although some community service related jobs are available off-campus. Federal Work-Study students are paid monthly.

## **SOUTH CAROLINA AID PROGRAMS**

**South Carolina Need-Based Grant (SNBG)** - is designed to provide additional financial aid assistance to South Carolina's neediest students. In order to receive SNBG, you must comply with some requirements:

1. Be a legal resident of the state of South Carolina.
2. Be of good moral character, have no felony convictions or criminal record.
3. Admitted and enrolled at least half-time as an undergraduate student seeking your first undergraduate degree.
4. Make satisfactory academic progress as defined by the college catalog.
5. Renewal students must maintain a minimum cumulative grade point average of 2.0 and must complete a minimum of twenty-four credit hours an academic year.

**South Carolina LIFE Scholarships** provide free tuition to eligible students. For more information, contact the Financial Aid Office at (803) 793-5129.

**South Carolina Tuition Assistance (Lottery Funds)** - Tuition Assistance funds are available to South Carolina residents enrolled in at least 6 credit hours. All applicants must file the Free Federal Student Aid Application. For current eligibility requirements contact the Financial Aid Office at (803) 793-5129.

## **PROVIDED BY OTHER SOURCES:**

**Scholarships** - A limited number of scholarships are available through Denmark Technical College. These are based on academic performance and achievements.

**National Guard Tuition Assistance Program** - This program is open to students who are members of the South Carolina Guard. Students can receive up to \$500 per calendar year. Applications for this program may be picked up through the South Carolina National Guard unit of assignment.

**Veteran's Educational Benefits** - Denmark Technical College is approved for VA educational benefits. Veterans and other persons eligible for VA benefits should determine their benefit eligibility to the Veteran's Affairs Office.

## **CHAPTER 30/34 VETERANS**

The following chart shows pay rates for regular Chapter 30/34 veterans:

(1) Degree	(2) Diploma	(Per Month)	Single		For each Additional Dependent
			(1)Dep.	2) Dep.	
Full time	12 credit hours	\$ 592.88	\$ 628.88	\$ 659.88	\$ 16.00
12 Credit Hours	22 contact hours				
¾ time	9 credit hours	\$445.16	\$ 471.66	\$ 495.16	\$ 12.00
9 credit hours	16 contact hours				
½ time	6 credit hours	\$ 296.44	\$ 314.44	\$ 329.94	\$ 8.50
	11 contact hours				
Less than half time		Tuition and fees only			

All reimbursement figures are effective October 1, 1994. Veterans in diploma programs must satisfy credit hours only. Chart does not apply to survivors and dependents of veterans (Chapter 35).

## **National Guard Veterans Pay Rates**

Full-Time	\$ 192.32 per month
¾ time	\$ 144.74 per month
½ time	\$ 96.16 per month
Less than ½ time	\$ 48.08 per month

No benefits are payable for tutorial assistance. There is no additional allowance for dependents.

**Veterans Educational Assistance Program (VEAP)** – Monthly rates for full-time training currently range between \$150-\$225 per month depending on the total amount contributed during active duty service.

### **Steps to Obtaining Financial Aid**

All students should complete the free Application For Federal Student Aid using appropriate tax records and mail to the address on the form. If students are not enrolled at the College, they must apply for admission to the College and be accepted to be eligible for financial aid. If students do not have a high school diploma or GED certificate, they must score a minimum of 35 in writing and reading and 33 in mathematics on the ASSET in order to be eligible for financial aid.

A financial aid notification letter will be mailed after the completed file has been reviewed. If offered aid, students should follow the instructions contained in the letter of notification. When communicating with applicants, the Financial Aid Office will use the address listed on correspondence received when the student applied or was last registered. If students move, they should change their address promptly at the Office of Admissions and Records.

A refund check will be generated for accounts that have a credit balance after application of financial aid. However, withdrawal or changes in enrollment status may affect the amount of the refund. Refund checks are issued in multiple payments after midterm.

Students who have a question should always speak to a financial aid counselor. The telephone numbers for the Financial Aid Office are: (803) 793-5129, (803) 793-5161, or (803) 793-5180.

### **Satisfactory Academic Progress**

All students receiving federal student financial aid must adhere to the College's policy on satisfactory progress. The intent of this policy is to ensure that students who are receiving federal financial aid are making measurable progress toward completion of a degree, diploma or certificate program in a reasonable period of time. (Please see **Time Limits for Educational Programs for Title IV Recipients.**)

As recipients of federal student financial aid, students have certain rights and responsibilities. Failure to fulfill their part of the agreement as described may result in cancellation of award, and having to repay any funds already received.



The Financial Aid Office will monitor satisfactory progress for all students receiving federal financial aid to ensure they are making progress toward program completion. The standards defining satisfactory progress for Denmark Technical College students are outlined as follows:

### Academic Progress

In order to remain in good standing, students pursuing a degree, diploma, or certificate who are enrolled in regular curriculum courses must maintain a minimum credit hour grade point average (GPA) according to the following scale:

Credit Hours Earned	Minimum GPA
0-35	1.50
36-50	1.80
51-above	2.00

Students who fail to earn the required GPA as specified will be placed on **probation** during the next term in which they enroll in the college. Students must complete a “Program Course Plan” form with their academic advisor and counselor before registering for the next semester. Students must follow the completed Program Course Plan which outlines the courses to be taken. Students **must register for and attend COL 101**. Students who withdraw from or do not attend COL 101 will be administratively withdrawn from the College. Students who do not achieve the required GPA for good standing will be **suspended**. Students on probation and suspension will receive a letter from the Vice President for Academic Affairs explaining the student’s status.

### Transitional Studies

Financial Aid recipients may take a maximum of 30 credit hours (2 semesters) of Transitional Studies (050) courses.

### Effort to Benefit

Denmark Technical College believes in strictly adhering to the guidelines established by the U.S. Department of Education in administering Title IV funds, Federal Aid Programs. Therefore, "a student must demonstrate ability-to-benefit to successfully succeed from the education being offered at said college." This determination is made during the mid-semester grade reporting period (first 8 weeks of the term) to see if the student is making satisfactory academic progress.

### Procedure:

The College’s “effort to benefit” process is designed to assist and foster student success in college courses. Funds will not be issued until the following steps have been taken to show an effort to benefit on the student’s part.

**Implementation:**

1. A written explanation for none or limited academic success;
2. The signature of the divisional counselor indicating a plan of active solutions is in place (Action Plan Contract), and;
3. The signature of the student on the form defining his or her responsibility as a Financial Aid Recipient.

PLEASE NOTE: Completed action plan contract must have the Counselor's and Executive Administrator's signatures affixed in order for students to receive a check.

**Time Limits for Educational Programs for Title IV Recipient:**

Federal financial aid is no longer available for an unlimited time. The length of time for which a student may receive funds is now based on the length of the program in which the student is enrolled. All Title IV Funds (Pell and Supplemental Grants, Loans, and Federal Work-Study) are affected by a 150% time limit.

Federal regulations state a student must complete their program of study within a 150% time frame. Denmark Technical College measures this time frame by using credit hours. For example, a student whose program consists of 60 credit hours is required to have completed the program in no more than 90 attempted credit hours. All classes attempted are included in the 150% time frame, including classes for which one receives a grade of "F" or "W". If a student has not completed the program of study after having registered for 90 hours, financial aid will be terminated. Students with proof of mitigating circumstances may appeal to the Financial Aid Appeals Committee.

A change of program does not automatically result in recalculation of attempted credit hours. It is in the best interest of the student to contact the Financial Aid Office before changing programs. Also, in accordance with these regulations, all courses taken must be applicable toward an eligible program. Classes which are not applicable toward an eligible program will not be funded by financial aid. Students will be required to pay the tuition for these classes from other sources.

**Appeals for Re-instatement**

All appeals for re-instatement must be made no later than 60 days from the notification date of ineligible status. If a student who has been declared academically ineligible for financial aid feels there have been unusual obstacles to success, that student may appeal for re-instatement by writing a letter to the Financial Aid Loan Appeals Committee. The letter should describe the difficulties the student has encountered in attempting to achieve good academic standing and present evidence that his or her academic performance can be improved if granted another opportunity. All decisions made the Financial Aid Loan Appeals Committee are final.

## **Student Orientation**

The Student Orientation Program is held on weekends during the summer. It encompasses activities designed to help new students and parents make harmonious and satisfactory adjustments to college life. These activities are held on weekends preceding the registration period with parents in attendance. It consists of assemblies with divisional personnel, tours of the campus, introduction to counseling, and placement testing; and it concludes with preparation for registration and payment of fees. Students who attend orientation become familiar with the campus, meet members of the faculty and staff, and prepare to start their classes. Students are strongly urged to attend orientation.

## **Academic Advisement**

Each student is assigned a faculty advisor who assists the student in initial registration. In periodic consultations with the individual student, the faculty advisor reviews course selections, student progress, and graduation requirements. The faculty advisor's approval is required when a student registers for a course, and it is also required when a student adds or drops a course.

Although faculty advisors assist students in academic planning, each student is responsible for being acquainted with all the graduation requirements. A student may request a change in his faculty advisor, or the Division Dean and Vice President for Academic Affairs may authorize a change when it is deemed to be in the best interest of the student.

## **Schedule of Courses**

A schedule of classes is provided each semester. The College reserves the right to make adjustments to the published schedule, to include additions or cancellations of classes, when deemed necessary.

## **Pre-registration**

Pre-registration is the formal process for students to meet their advisors and select courses and schedules. Pre-registration provides information about demand for classes and class sizes. Places in classes are held for students who pre-registered through the second day of registration. Students who register late are not guaranteed a reserved seat.

## **Registration**

Students are required to register for each semester in which they plan to enroll. Registration and payment of fees must be made in accordance with the published instructions. Students are not officially enrolled until they complete all the steps of registration, including payment of fees.

## **Late Registration**

All students are expected to complete their registration, including the payment of required fees, on the dates mentioned in the College Calendar. Students failing to do this and registering within the period set aside for late registration will be required to pay an additional fee of \$60.

## **Proof of Registration—Class Admit Slips**

Students will be required to present class admit slips as proof of registration and payment of fees upon entering each class. This includes classes which have been added during the Add/Drop Period. Each proof of registration must be stamped with "Final Approval." Under no circumstances will students be admitted to class until a course admit slip is presented to the instructor.

## **Classification of Students**

To advance from freshman to sophomore standing, a student must have earned a minimum of thirty (30) semester hours with a cumulative grade point average of at least 1.50.

## **Definition of Student Status**

The following definitions are used to describe the student's status based upon the number of hours carried within a given semester.

1. A full-time student is a student enrolled in an associate degree, diploma or certificate program and registered for 12 or more semester hours.
2. A three-fourths-time student is a student enrolled in an associate degree, diploma or certificate program and registered for 9 to 11 semester hours.
3. A one-half-time student is a student enrolled in an associate degree, diploma or certificate program and registered for 6 to 8 semester hours.

## **Course Load**

The minimum number of semester hours for a student at Denmark Technical College for matriculation as a bona fide full-time student is twelve (12) semester hours. Eighteen (18) semester hours is the maximum. However, under special circumstances for President's and Dean's List students, an 18 semester hours course load may be increased up to three (3) semester hours, with the written recommendation of the Vice President for Academic Affairs.

## **Curriculum**

Students who wish to change their course of study should complete a “Change of Program Request Form” for the new program after discussing the change with the faculty advisor before or during the pre-registration and/or registration processes. The College may drop or change courses, hours, or credits in accordance with institutional capability and as demands change, or according to students interest, or community, or industrial needs. A student who is absent for more than 25% of the scheduled class meetings each semester cannot receive credit for the courses. The instructor retains the right to further limit the number of absences provided it is published in the course syllabi and distributed to all students at the beginning of the term. Conflicts arising from such changes will be resolved in the best interest of the individual student.

## **Independent Study**

Denmark Technical College policy provides that students who find themselves with unusual circumstances may be assigned to selected courses on a directed independent study basis so that progress toward successful program completion can be maintained if a course does not appear on the schedule. State policy prohibits the use of independent study to satisfy requirements listed on the major section of any curriculum model. Students who wish to enroll in independent study courses must get approval from the Vice President for Academic Affairs.

## **Attendance Policy**

The value of a college education derives from full participation in the life of the college community. It is important, therefore, that unnecessary class absences be avoided. A student at Denmark Technical College is expected not only to attend class and to pass examinations, but to contribute to the class through participation. A student should limit absences to those which are unavoidable; the student is not relieved of the responsibility for the assignments and work in the course during the period of absence. Students on academic probation have the responsibility to attend all classes regularly. Absences are classified as excused or unexcused. The guidelines governing each are as follows:

### **Excused Absences**

Excused absences are given to students who have legitimate documentation to verify an absence to include death in the family, doctor's statements, jury duty, approved student activities, etc. Excused absences are given by the Counseling Center or College Nurse after the appropriate documentation is presented. Students who maintain a “C” average or better overall shall be excused from class to attend approved student activities in which they participate. Students with excused absences shall be given the opportunity to make up any work missed as a result of the absence.

### **Unexcused Absences**

Unexcused absences are given when students do not meet the criteria for excused absences. When an absence is regarded as unexcused, the instructor has the option of deciding whether or not to allow a student to make up any work missed during the absence.

### **Grade Reporting**

Grade reports are issued at mid-semester and at the end of each semester. In compliance with the federal statute, Public Law 93-380 (which cites "Educational Amendments of 1974") and Law 93-438 (with cites "Protections of Rights and Privacy of Parents and Students"), all reports of grades are mailed directly to the student at the address specified.

## **GRADING SYSTEM**

### **Grading System**

Denmark Technical College shall use a grading and grade point system in which the calculation of the student's grade point average (GPA) is based on a 0 to 4 point numerical value scale. The only grades and numerical values in the calculation of the GPA are as follows:

- A = Excellent... Earns 4.0 Quality Points
- B = Above Average... Earns 3.0 Quality Points
- C = Average... Earns 2.0 Quality Points
- D = Below Average... Earns 1.0 Quality Point
- F = Failure... Earns 0.0 Quality Points
- FA = Failure Due to Excessive Absences... Earns 0.0 Quality Points
- UA = Failure Due to Excessive Absences... Earns 0.0 Quality Points
- WF = Withdrawn Failing... No Credits or Grade Points

Other grade and course symbols authorized for use are as follows:

- AU = Audit... No Credit or Grade Points
- I = Incomplete... No Credits or Grade Points
- W = Withdrawn... No Credits or Grade Points
- WP = Withdrawn Passing... No Credits or Grade Points
- CF = Carry Forward... No Credits or Grade Points
- SC = Satisfactory Completion... Earns Institutional Credits, No Grade Points
- S = Satisfactory... No Credits, No Grade Points
- U = Unsatisfactory... No Credits or Grade Points
- E = Exempt... Earns credits, No Grade Points
- TR = Transfer... Earns credits, No Grade Points
- CF = Carry Forward... Earns no credit hours, No Grade Points

Grades of W, S, SC, U, CF, AU, TR, WP, WU and UA are not included in calculating the GPA, neither are the credit hours. Credits transferred to Denmark Technical College are used to determine eligibility to graduate. A cumulative GPA of 2.00 is required for graduation.

“I” and “CF” grades are temporary and must be replaced by an academic grade. While the “I” and “CF” grades are on the student’s record, they are not included in calculating the student’s GPA, neither are the credit hours.

A student receiving an “I” grade must complete the coursework necessary to earn an academic grade by midterm of the following semester or the grade will automatically turn into an “F.”

A student receiving an “I” grade must complete the work necessary to earn a grade by the end of the following semester or the grade will automatically turn into an “F.”

Credits earned in Developmental Studies or other courses numbered less than 100 shall not be creditable towards a certificate, diploma or degree and shall not generate grade points for use in GPA calculations.

The highest grade earned in a course is to be computed in a student’s grade point average. However, the student’s complete academic records shall be reflected on the transcript.

Students may appeal a grade by acting in accordance with the College’s grade appeal procedure.

**Grades and Grade Changes**

A grade point average will be maintained for each student. To determine GPA, numerical values are assigned to final grades shown in the following example:

Course	Credit Hours	Quality Points Attempted	Total Quality Points Per	Course
Microeconomics	F	3	0	0
Communication I	B	3	3	9
Introduction to Business	A	3	4	12
College Algebra	C	3	2	6
College Skills	D	3	1	3
TOTAL		15		30
Total Quality Points		divided by Credits Hours Attempted		= GPA
30		15		2.00

For an A, 4 quality points are awarded for each semester hour of credit attempted; for a B, 3 quality points; for a C, 2 quality points; for a D, 1 quality point; and for an F, FA or WF no quality points. The grade-point average is calculated by multiplying semester hours attempted by the numerical value for each course grade, summing these products, and dividing the sum of the total number of grade points earned for each course by the total number of credit hours attempted.

## **Family Educational Rights and Privacy Act**

The Family Educational Rights and Privacy Act of 1974, as amended, prescribes the conditions under which information about students can be released. Therefore, it shall be the policy of Denmark Technical College to follow the guidelines set forth in this Act, as amended.

### **Privacy of Student Records**

The privacy and confidentiality of all official student and former student records shall be preserved at Denmark Technical College. Student records are maintained and safeguarded by the Student Services Division. Each student has the right to inspect and challenge the accuracy of his or her records. Separate files are maintained for records in the following categories: 1) academic, 2) disciplinary, 3) counseling, 4) financial aid, and 5) placement. When justified by legitimate law enforcement needs, the campus security agency may maintain confidential records relating primarily to its investigative function.

#### **I. Directory Information To Be Issued:**

The Elementary and Secondary Education Act of 1965 includes a section on "Furnishing Information." Directory information is defined as name, address, curriculum, enrollment status, graduation status, and telephone number. It is the College policy to provide this information only under the following conditions:

- A. School officials with a legitimate educational interest will be given access to all directory information.
- B. Individuals requesting information without written consent will be given curriculum, enrollment status, and graduation status only.
- C. Telephone numbers, addresses, and location of students will be issued only to non-school officials with written permission from the student or with special approval from the Executive Dean of Students.

#### **II. Methods of Furnishing Student Records Information:**

According to the Education Amendments of 1974, whenever a student has attained 18 years of age or is enrolled in a post-secondary institution, the consent to issue records and the rights of viewing those records are required of and accorded to the student alone. Therefore, only the student may view his or her record or request in writing any issuance of the record. If parents or other designated individuals wish to review or receive copies of a student record, they must have the student's written permission to view or receive a copy. A copy of this consent form will be maintained in the student's record.



The student's record may not be revealed to any other party without written consent from the student except in the following cases:

1. Other school officials who have legitimate educational interest.
2. Officials of other schools in which the student intends to enroll.
3. Authorized representatives of the Comptroller General, administrative head of an educational agency, state education auditors, or law enforcement officials.
4. Judicial representatives in compliance to a subpoena or law enforcement order. (A copy of this order would be placed in the student's record with date of issuance posted.)
5. Agency representatives in connection with a student application for a receipt of financial aid.

### **Official Student Records**

The permanent academic record of each student contains entries of all courses taken for credit and/or non-credit and is housed in the Office of Admissions and Records. The permanent academic record of each student contains the following:

- a) Student's name
- b) Social Security Number
- c) Date of birth
- d) Permanent home address
- e) Type of transcript
- f) Course entries - course number, course title, grade, credit hours, quality points
- g) Admitted program
- h) Current and cumulative statistics
- i) Transcript key (attached)
- j) Academic status
- k) Transfer credit
- l) Official signature (on official transcript)
- m) Confidentiality statement
- n) Name and address of institution

### **Transcript Fees**

Under the law, students' records are confidential; therefore, this information is released only when the student sends a written request to the Admissions and Records Office. Students may release their transcripts to any individual or institution they choose. They may also secure student copies for their own use.

The first copy is free. After that, a fee of \$3 per copy is charged. Transcript requests by telephone will not be accepted. In all cases, financial obligations to the College must be paid in full before a transcript or other information can be released.

High school transcripts and other college transcripts must be maintained in the student's file and cannot be released by student request. The student must request copies from the high school or institution where the credits were earned.

### **Withdrawal from the Institution**

A student wishing to withdraw from the College should first consult the faculty advisor to review the situation and/or to inform the advisor. The student should complete a "Withdrawal Form" which must be signed by the advisor and other appropriate college personnel, and then be returned to the Admissions and Records Office.

Compliance with this procedure protects the student's privileges of re-admission and credit transfer to another institution. Any student who discontinues work without formal withdrawal does so at the risk of having his or her reputation impaired. Withdrawal grades will be assigned according to academic regulations when the student has not met the attendance requirements. Withdrawal from any course should be done through this same procedure.

### **Administrative Withdrawal**

If a student has been consistently absent on individual class rolls, and the Counselors verify that the student has had a change in enrollment status, the student is asked to complete an appropriate Withdrawal Form. If students do not follow up immediately, Counselors are authorized to complete the institutional administrative withdrawal form which notifies appropriate offices (Financial Aid, Business Office and Admissions and Records) to process students' exit documents.

### **Transportation**

Denmark Technical College provides bus transportation to and from the campus for students in Allendale, Bamberg, and Barnwell counties. The Student Services Division at Denmark Technical College can furnish information about schedules and costs for transportation. Bus transportation is also available for residential students to local area churches and off-campus shopping trips and activities.

## **Other Student Services**

### **Counseling Services**

The Counseling Center is located in the McDuffie Student Services Building (100). The Center is staffed with experienced professional counselors providing personal, academic, and group counseling along with an organized tutorial program. The Counseling Center also administers a college-wide testing program including placement and proficiency tests.

### **Individual Counseling**

Counseling on a one-to-one basis is the most important service offered to students. The staff provides services in an atmosphere in which students may discuss problems with the assurance that all counseling information is confidential.

### **Group Counseling**

The Counseling Center provides a variety of growth experiences through group counseling ranging from personal growth to decision-making skills.

### **Academic Counseling**

Academic counseling is available to all students to assist them in developing strategies to improve academic performance. Academic counseling is also available for students experiencing difficulty in achieving satisfactory progress in the academic area.

### **Tutoring**

Tutorial assistance is available for students desiring additional help. Tutors are advanced students and/or faculty members who have demonstrated expertise in the academic area assigned. Sessions are conducted to give individual attention to each student.

### **Peer Counselors**

The Peer Counselor Program is a peer helper program which utilizes talented students as peer advisors or counselors to other students.

## **Career Planning and Placement**

Career Planning is a developmental process subsequently leading to a successful job search and placement. As part of the education experience, placement services are available during the entire period of a student's academic involvement and after graduation, if needed. Optimum placement of the student in employment or higher education is the prime objective of the career-planning process.

The Career Center offers self-awareness development which involves sharing of information and examination of values, interests, and aptitudes as these relate to career planning. The Center provides assistance with career exploration through in-depth investigation of selected careers. Decision-making involves clarifying goals, processing information, projecting for the future, and arriving at sound vocational decisions. Career planning and placement includes examination of education and training, job-seeking skills, and life-work planning.

Students are provided an opportunity to evaluate their career choices through the services provided in the Career Center. In addition, students may elect to include Experiential Education in their academic programs. Experiential Education may include internships, part-time and summer work, and cooperative programs. The Denmark Technical College Placement Office will assist students in preparing a resume', identifying methods of locating appropriate positions, and, in some cases, contacting prospective employers.

The Career Center has a unique, computerized career information system available to those needing help with career choices. The computer is tied into the South Carolina Occupational Information System (SCOIS). The system provides data on various aspects of jobs, such as educational requirements, descriptions of duties, salary levels, and employment outlooks. The computer terminal can provide, in a matter of minutes, information on colleges, college majors, school subjects, and military training. In addition, the computer can provide information from the Employment Security Commission on jobs available in the local area and the state. The terminal is located on the second floor of Smith Hall (025). A counselor is available to assist students with operating the computer and reviewing the materials.



## **STUDENT ACTIVITIES**

Student activities are considered a vital part of a student's educational process. Students are encouraged to participate in programs which stress leadership and training, service to the college and community, and the opportunity to interact with those from different cultural backgrounds. Inter-institutional sports programs include basketball, baseball, and softball. The college sponsors other co-curricular activities during the year and encourages students to participate.

Students who maintain a "C" average or above shall be excused with the instructor's permission to attend approved student activities in which they participate. The student is responsible for all work missed during the absence. In order to participate in student activities, the student must be accepted by the institution as a full-time student. A full-time student is enrolled in at least 12 credit hours. If at any time during the semester, the student carries less than 12 semester credit hours, he or she will immediately be ineligible for participation. A student must maintain at least a 1.5 GPA after the first semester of entrance in order to participate in activities. After the first semester, the chart will be used to determine eligibility:

**Minimum Grade Requirements**

TOTAL SEMESTER	
Hours Carried	Minimum GPA
0-35	1.50
36-50	1.80
51-above	2.00

Probationary status will be determined by the cumulative semester GPA. The cumulative semester GPA must be equal to or exceed the levels indicated in the table above. A student placed on academic probation will be ineligible to participate in the activity. A student placed on non-academic probation will also be ineligible to participate.

**Student Government Association**

The Student Government Association (SGA) is one of the principle organizations through which students share in the administration of the college. The SGA assists college personnel in coordination of students organizations and activities, helps plan and direct recreational and cultural activities, and supports the observance of college policies and regulations. The procedure for initiating a new activity to be sponsored by the SGA is as follows:

1. All suggestions for student activities shall be forwarded to the SGA.
2. A student activities committee composed of SGA members shall be appointed, and these committee members should become thoroughly familiar with the matters involving student activities.
3. After the committee has analyzed a request for a new activity and found the request to be favorable, it shall be brought to the full SGA membership for a vote.

4. If the SGA approves the recommendation, it is then forwarded to the Executive Dean of Student Services for administrative approval.
5. The Dean of Student Affairs will present the request to the President.

The sponsored activities of the Student Government Association are those described below.

### **Student Social Functions**

Social functions for students are the responsibility of the SGA. As the SGA develops a budget for the following year, social functions requested by the majority of the students are placed in the budget. At the present time, student social functions consist of the following which are all planned and organized by the SGA:

1. Miss Denmark Technical College Coronation and Ball
2. Homecoming
3. Spring Picnic
4. Spring Ball
5. Awards Night
6. Family Day
7. Athletic Events

### **Inter-institutional Sports Program**

The College participates in cooperative inter-institutional sports with a number of small private colleges. Currently, the College participates in men's and women's basketball, baseball, and softball.

### **Intramural Sports**

The responsibility for intramural sports lies with the Director of Student Activities and the SGA. The SGA is receptive to any suggestions for popular activities, and intramural sports will be scheduled as requested by students. Currently intramural basketball, softball, flag football, and volleyball are offered.

### **Clubs and Organizations**

Many clubs and organizations are active on the campus. Through participation in the program of particular interest, students may explore and extend interest and develop skills and abilities in working with fellow students. Membership is open to all students who meet the qualifications of respective clubs. Those desiring information may contact the club advisor or the Student Activities Office. Student organizations currently include:

**African American Cultural Society** - enhances the awareness of the African American heritage on the Denmark Technical College campus and promotes continuous enlightenment of activities concerning blacks.

**Alpha Delta Omega Honor Society** - Alpha Delta Omega is the national honor society that recognizes Human Services majors for their academic excellence and commitment to the Human Services field. To qualify, a student must be enrolled in an institution of higher education with a Human Services Program and have a grade point average of 3.0 or better in the human service courses.

**Alpha Phi Psi Communication** - helps students to understand their roles in communicating with people and the importance of job performances. It involves both male and female students in promoting communications activities, working with the community, and enhancing skills development.

**Automated Office Club** - for all automated office students. This club helps students to understand their roles in a modern business environment.

**Barbering Club** - for all barbering students. Promotes service to the community through various experiences (projects) and helps students to understand their roles as future entrepreneurs.

**Basic Tailoring/Alterations** - for all basic tailoring/alterations students. Provides an important network for students looking for career-path jobs in tailoring.

**Building Construction Fundamentals Club** - for all building construction students. Provides an important network for students looking for career-path jobs in the building industry.

**Cheerleaders Club** - is a voluntary club consisting of those students desiring to enhance school spirit. The club members attend games and other functions to provide school spirit. A faculty or staff member acts as advisor and monitors the club's operation.

**Denmark Technical College Choir** - is open to all students who enjoy singing. The DTC Choir participates in various college-sponsored events on and off-campus.

**Computer Technology Club** - for all computer technology students. Promotes academic excellence and provides a student support network.

**Cosmetology Club** - for all cosmetology students. Promotes service to the community through various projects/experiences and helps the students to understand their roles as competitive cosmetologists.

**Criminal Justice Club** - for all criminal justice students. Promotes service to the community through numerous projects which give students experience in working with the public.

**Dawkins Hall Club** - this organization provides female students with an opportunity to share in promoting a harmonious and wholesome environment in the residence halls and in developing good citizenship.

**Edisto Hall Club** - this organization provides both male and female students with an opportunity to share in promoting a harmonious and wholesome environment in the residence halls and in developing good citizenship.

**Esquire XII Fraternity Club** - the purpose of the Esquire XIII Fraternity, Inc. is to enhance the program of the college community by showing to the public young men with the ultimate in refined personalities.

**Esquire XIII Sweethearts** - the purpose of the Esquire Sweethearts Club is to promote academic excellence, to contribute to social and moral well-being of the college and community at large, to provide support for and encourage interest in the Esquire XIII Fraternity, Inc., and to encourage the growth and development of womanhood.

**Fabian Society Club** - provides activities and information along with theatrical events to AA/AS majors.

**Food Services Club** - for all food services students. This club provides an important network for students looking for career-path jobs in hotel/restaurant tourism.

**Freshman Class** - for all entering freshmen. This club provides opportunity for members to promote freshman concerns and activities.

**General Business Club** - for all general business students. This club helps students to understand entrepreneurial decision making through various student events/activities.

**Human Services Club** - for all human services students. Promotes service to the community through numerous projects which give students experience in working with the public.

**Martin Luther King, Jr. Brotherhood Club** - this organization provides male students with an opportunity to share in promoting a harmonious and wholesome environment in the residence halls and in developing good citizenship.

**Off-Campus Club** - for all commuting students. Promotes opportunities for students to develop teamwork through numerous projects on campus and in the community.

**Office Systems Technology Club** - for all office systems technology students. This club helps students to understand their roles in a modern business environment.



**Phi Beta Lambda Business Fraternity** - Phi Beta Lambda is the national organization of all students in post secondary schools and colleges enrolled in business, office, or teacher education programs who accept the purpose of Phi Beta Lambda and subscribe to its creed. The purpose of the organization is to provide opportunities for post secondary and college students to develop vocational competencies for business and office occupations and business teacher education. Phi Beta Lambda promotes a sense of civic and personal responsibility.

**Phi Theta Kappa Honor Fraternity** - Phi Theta Kappa, over 500 chapters strong, was founded in 1918 for recognition and encouragement of scholarship among accredited community and junior colleges. This scholastic fraternity provides service and opportunities for the development of leadership for its members, while stimulating interest in continuing academic excellence. To qualify for membership, a student must be enrolled in a two year college degree program and have a grade point average of 3.5 or better and at least 12 credit hours.

**Student Christian Association** - open to all interested students, faculty, and staff. Provides a ministry to individuals in the campus community and encourages Christian growth and outreach.

**Welding Club** - for all welding students. Provides an important network for students looking for career- path jobs in the welding field.

### **Policies Affecting Student Clubs and Organizations**

1. Each group, in order to be recognized, must make application through the Office of Student Activities and have the approval of the Executive Dean of Student Services and officers of the SGA.
2. Each organization must have a constitution which states its purpose, rules for operation, and a slate of officers. A copy of the constitution must be on file in the Office of Student Activities.
3. Each organization must have a faculty/staff advisor.
4. Each organization must adhere to all institutional policies and standards.
5. A roster of the officers, members, and advisor of each organization must be on file with the Dean of Students and the Office of Student Activities.
6. Each organization must submit a schedule of activities it expects to sponsor during a school year to the Office of Student Activities.

7. Classrooms may be secured for approved organizations. Requests for reservations are made in writing by the president and advisor and submitted to the Office of Student Activities.
8. It is expected that rooms used for meetings are to be left clean and orderly.
9. All social activities must be approved by the Executive Dean of Student Services and cleared at least one week in advance of the event. Forms for filing are available in the Office of Student Activities.
10. Social events held preceding a school day must end, at 12:00 midnight, except on Friday and Saturday at which time they must end at 1:00 am.
11. Advisors are to be present during all organizational activities.

### **Advisors to Organizations**

Only Denmark Technical College faculty and staff members, or someone approved by the administration, may serve as advisor to student groups. Advisors to student organizations have the following responsibilities:

1. To attend all meetings of the organization.
2. To give counsel and advice pertaining to programs and projects.
3. To review the group's operations for consistency with the college's regulations and policies.
4. To assist with the proper management of group funds. All funds must be deposited in a bank or the Business Office with more than one signature necessary for withdrawal. The advisor must sign all checks and requests for withdrawal of funds.

### **Cultural Enrichment Program**

The college plans for and offers experiences that are designed to produce a socialized and well-rounded individual and insure that campus living has achieved its optimum purpose. The following cultural activities are sponsored through this program:

Cultural trips to:	Museums
	Concerts
	Plays
	Historic Tours
	Seminars
	Conferences
	Lyceums
	Special Community Interest Events

## **Students With Disabilities**

Denmark Technical College is dedicated to providing equal access and opportunity to all students. The Student Services Division provides counseling and support which helps students with disabilities pursue an academic program of their choice.

Students should contact the Executive Dean of Students when applying for admission to communicate their special needs to the college. When coming to campus, the student should contact Mrs. Suman Lavania, the college's ADN 504 Coordinator. Her office is located in the Student Services Building (Bldg. #100). She can be reached at: Denmark Technical College, 500 Solomon Blatt Blvd., P.O. Box 327, Denmark, SC 29042, (803) 793-5134. Mrs. Lavania will counsel and assist the student with his or her accommodations and academic needs so that he or she can participate fully in campus life.

## **Student Health Services**

The Health Services Center provides first aid treatments for injuries, accidents, and illnesses and makes referrals to local medical resources as deemed necessary. Family Planning Services are made available through Health Services the first Monday of each month. The Health Services Center is directed by a registered nurse who works directly with the College's physician. Routine orders for the treatment of minor illnesses and injuries are made available by the College's doctor. Students are to report all illnesses and/or accidents as soon as they occur. A medical record is kept on all students; therefore, all students are asked to obtain a medical examination after being accepted to the College. Students are asked to report any chronic illnesses to Health Services upon arrival to campus and to report all prescription medication. Students are asked to provide additional medical insurance information during the registration process.



## **Mental Health Policy**

Anyone who is troubled emotionally may seek services through the Area Mental Health Center. Consultation, education and prevention are the primary focus of community services available.

### **Procedures:**

Denmark Technical College's Health Services and/or Counseling Services Departments will call the mental health center, arrange for an interview appointment for the student, and provide transportation if needed. Arrangements can be made for the student to seek services at home if he or she so desires. Emergency services are available on a 24-hour basis. Personal contacts to assess a crisis situation are provided during regular working hours (8:30 a.m. - 5:00 p.m.). After 5:00 p.m. on weekdays, weekends, and holidays, crisis intervention will occur in the following manner:

1. A telephone call to 536-0390 will give a response from the physicians' answering service requesting name and telephone number. The contact will be informed that a mental health professional will return your call within 15 minutes.
2. The on-call mental health professional will respond and help you with your problem.
3. If the College is seeking services for someone with violent behavior patterns, the College will contact the Sheriffs Office and the local probate court office and have the individual detained by "An Order of Detention" which mandates that the student be examined by a physician and a mental health professional.

### **IMPORTANT NOTE: Psychiatric and Psychological Services**

Any student who has suicidal tendencies will be referred immediately to his or her family physician for psychiatric evaluation. If the student is a residential student, he or she must vacate the residential premises immediately. Only upon proof that the student has participated in and completed professional counseling and treatment will the student be readmitted to residential living.

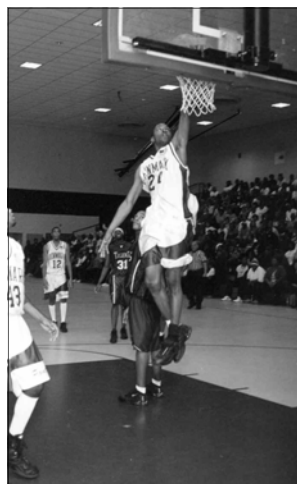
College insurance will pay for the services of a psychiatrist but not for psychological services. Any other expenses incurred will be the responsibility of the student and/or parent/guardian.

## **Residential Living Centers**

Denmark Technical College is the only technical college in the state system that maintains residential facilities for full-time students. There are three residential centers on campus. An application is necessary to ensure a room in a residence hall. The initial application for housing is made when the student applies for admission to the college. The room reservation fee is \$25.00. The arrangements for rooms are made by the Residential Centers Office. The Residence Agreement contract must be signed by the student (or parent if the student is under 18 years of age) and a residence hall official to ensure a room in the residence hall. The assignment of a room in the residence center is for the full academic year. The contract may be broken by the student for the next semester if written notice is given to the residence hall manager ten (10) days prior to the end of the semester. (See Refund Policy.)









## **RULES FOR CAMPUS LIVING**

Each student is responsible for obtaining a housing contract. You may receive a contract from the Residential Centers Office.

### **CONTRACT VIOLATIONS:**

Students who violate rules and regulations will be referred to the Residential Center Director and/or to the Dean of Student Affairs. Penalties for housing contract violations include:

1. Written warning
2. Transfer to different room
3. Removal from campus housing
4. Referral to the Dean of Student Affairs for disciplinary action including probation and suspension
5. Fines and/or work projects.

The following are rules for campus living enforced by the Housing Department:

1. **REGISTERING A ROOM:** All resident students must register with the Housing Department before occupying a room. Anyone occupying a room without registering will be fined \$10.00 and asked to leave.
2. **USE OF DORM LOUNGE FURNITURE:** Lounge furniture is not allowed to be moved to dorm rooms. Residents with furniture in their rooms taken from lounges or other rooms will be fined \$10.00.



4. **FIRE ALARMS AND EQUIPMENT:** Residents who deliberately damage property or set off false fire alarms will be evicted from the dormitory. It is also a violation of state laws to tamper with firefighting equipment. Convictions of this offense can bring a \$100 fine and/or up to 30 days in prison.
5. **HEALTH AND SAFETY CHECKS:** Room checks are made daily by the Housing Department. Notices are posted well in advance of these checks; however, follow-up checks can be made without notice. Violations of any dorm regulations will result in disciplinary action.
6. **OVERNIGHT GUESTS:** Residents may have guests for a maximum of two consecutive nights as long as space is available, and the roommate does not mind. Guests must register in advance with a residence hall staff member or the Housing Director. Residents who fail to register guests will be charged \$10.00 per guest. No guest will stay more than two nights, except when prior approval is given by the Director of Housing.
7. **PERSONAL PROPERTY AND INJURIES:** Denmark Technical College assumes no liability for any personal property that is lost or damaged or any personal injuries that residents and their guests sustain.
8. **QUIET HOURS:** These hours will be posted in each dorm. Loud noises and music are prohibited during quiet hours.
9. **MUSIC:** Consideration of others is requested when playing stereos. Pointing speakers out of the window or door is prohibited. Violators will be disciplined.
10. **VACATING A ROOM:** Residents must check with the dorm director before moving out of a room during the semester or at the end of a semester. The dorm director will inspect the room with the resident to assess its condition. The room key must be returned at this time. A \$50.00 fine will be charged for each key that is not returned.
11. **ELECTRICAL APPLIANCES:** Because the residence halls have electrical circuit limitations, multiple plugs and extension cords are not allowed. Radios, stereo equipment, and televisions can be used as long as they do not require outside antennas. All appliances must be registered with the dormitory supervisor. Residents with unregistered appliances will be disciplined.

12. **COOKING EQUIPMENT AND REFRIGERATORS:** The only cooking equipment allowed in rooms are UL listed coffee pots, popcorn poppers without exposed heating coils, and microwave ovens. Small refrigerators are also allowed.
13. **FLAMMABLE MATERIALS AND FIREWORKS:** The ignition or detonation of anything which could cause damage by fire, explosion, or similar means to persons or property, and possession of any kind of weapons, (i.e., hand guns), fireworks, or explosives is prohibited on any property owned or operated by Denmark Technical College.

**NOTE: PENALTY FOR POSSESSION OF A FIREARM OR OTHER DANGEROUS WEAPON ON DENMARK TECHNICAL COLLEGE PROPERTY: ANY STUDENT WHO IS FOUND TO BE IN THE POSSESSION OF A FIREARM OR OTHER DANGEROUS WEAPON WHILE ON OR OFF DENMARK TECHNICAL COLLEGE PROPERTY WILL BE EXPELLED FROM THE COLLEGE AND REMOVED FROM THE CAMPUS IMMEDIATELY.**

14. **ALCOHOL AND DRUGS:** Possession of any alcohol or non-prescription drugs is prohibited. The sale, barter, exchange, or gift of such drugs or alcohol from anyone without legal authority to possess them is prohibited. Violators will face disciplinary actions which could result in suspension and/or expulsion from school or prosecution by law.

**NOTE: PENALTY FOR POSSESSING, USING, OR DISTRIBUTING NARCOTICS OR UNLAWFUL DRUGS ON DENMARK TECHNICAL COLLEGE PROPERTY: ANY STUDENT WHO IS FOUND TO BE IN THE POSSESSION OF, USING, OR DISTRIBUTING ANY NARCOTICS OR UNLAWFUL DRUGS ON OR OFF DENMARK TECHNICAL COLLEGE PROPERTY WILL BE EXPELLED FROM THE COLLEGE AND REMOVED FROM THE CAMPUS IMMEDIATELY.**

15. **ROOM VISITATIONS:** The dormitory rooms are to be occupied by members of the same sex. Males or females are not to have a member of the opposite sex in their dormitory beyond the lobby. The penalty for having a member of the opposite sex in any area beyond the lobby is suspension for one semester followed by non-academic probation for one semester and ineligibility to reside on campus.

\*Denmark Technical College expressly prohibits the presence of infants, or any other persons who are not officially registered as student residents in the dormitories for any extended period of time. While visitors are permitted, their visitations may not exceed a period of 48 hours. The violation of these provisions may result in an immediate termination of the student resident contract.

16. **CLEANLINESS:** Occupants of residence halls are required to keep their rooms clean and tidy. Dirty and untidy rooms create a health and safety hazard. Failure to adhere to this rule will result in cancellation of the housing contract.
17. **PREGNANCY:** Denmark Technical College does not discriminate against any student, or exclude any student from its educational programs or activities on the basis of a student's pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery thereof.

Students who are pregnant during their course of study at Denmark Technical College will be permitted to reside in the dormitory through the fourth month of pregnancy with a recommendation by their physician. Students are encouraged to report pregnancy to the college nurse. After the fourth month of pregnancy, a student will be allowed to continue her studies, but may not reside in the dormitory.

## **POLICIES, RULES, AND REGULATIONS**

### **Conduct**

The responsibility for maintaining discipline at the College is vested in the office of Student Services, which investigates any instances of misconduct. They may refer cases to either of the judicial boards for the appropriate disciplinary action. Residential Center Directors have the authority to ensure that the rules and regulations of the College are adhered to by all of the College's students in the residential centers and on the campus. Registration at the College involves the student's acceptance not only of the published rules, but also all rules.

### **Breakage Fee Policy**

*Purpose:* To establish procedures whereby students at Denmark Technical College may receive timely adjustments to their accounts and to promote operational effectiveness, the guidelines listed below have been developed.

*General Guidelines:* A breakage fee will be assessed to the account of each student who resides on campus at the beginning of each academic term during the registration process. The breakage account will be reconciled by the Office of Fiscal Affairs at the close of each academic term based on "Fee Assessment Forms for Dorm Damages" received from the Office of Residential Services and verified by the Executive Dean of Student Services.

Students who do not have breakage damages in excess of the breakage deposit, will receive a full refund. Students who have breakage damages less than the breakage deposit will receive appropriate refund equaling the deposit. And, if students have breakage damages in excess of breakage deposit, the account will be charged for said amount due.

### **Procedures:**

1. The student must be accepted to the college, have submitted a housing application with a (nonrefundable) housing deposit of \$25.00, and have received a financial aid award, if applicable.
2. Once the \$25.00 housing deposit has been received, the "Student Housing Contract Agreement" is mailed to the student with "Parent Consent Form for Sign-in/Sign-out." Upon receipt of the contract and consent form, the student must sign and return these documents to the Office of Residential Services with a \$50.00 deposit for breakage.
3. The housing assignment is mailed after contract is received back in the Office of Residential Services. During the dormitory check-in process, a "Residential Hall Agreement" form is completed by the Dormitory Supervisor with the student indicating the condition of the room upon entrance. This form is signed by the student, Dormitory Supervisor, and parent, if available.
4. The \$50.00 breakage fee is credited to the account of each student that resides on campus at the beginning of each academic term during the registration process.
5. At the close of each term during the dormitory check-out process, the Dormitory Supervisor along with the student re-evaluates the condition of the room. If there are breakage damages in excess of the breakage deposit, the student is to complete the "Fee Assessment Form for Dorm Damages" for submittal to the Executive Dean of Student Services.
6. The Executive Dean verifies the charges assessed by the Dormitory Supervisor and submits forms to the Office of Fiscal Affairs.
7. The Office of Fiscal Affairs reconciles each student's breakage account at the close of each academic term and students are notified of breakage charges assessed. Refund checks are distributed by the Business Office, when applicable.

## **Alcohol and Drugs Policy**

It is the policy of the South Carolina Technical College System to provide a drug-free, healthful, safe, and secure work and educational environment. Employees and students are required to report to their work, class, or student activities in appropriate mental and physical condition to meet the requirements and expectations of their respective roles.

The South Carolina Technical College System prohibits the unlawful manufacture, distribution, dispensation, possession, or use of narcotics, drugs, other controlled substances, or alcohol at the workplace and in the educational setting. Unlawful for these purposes means in violation of federal/state/local regulations, policy, procedures, rules, and legal statutes.

Workplace means either on agency premises or while conducting agency business away from the agency premises. Educational setting includes both institutional premises or in approved educational sites off campus. In order to prevent the consequences of alcohol and/or drug abuse at the workplace and in the educational setting, the South Carolina Technical College System has implemented this policy to ensure a drug-free work and educational environment.

The South Carolina Technical College System recognizes that chemical dependency through use of controlled or uncontrolled substances, including alcohol, is a treatable illness. The agency supports and recommends employee and student rehabilitation and assistance programs, and encourages employees and students to use such programs.

All locations will also implement drug-free awareness programs for employees and students. Such programs will annually ensure that employees and students are aware that:

1. Alcohol and other drug abuse at the workplace and in the educational setting is dangerous because it leads to physical impairment, loss of judgment, safety violations and the risk of injury, poor health, or even death. Information concerning health risks and effects of controlled substances and alcohol will be provided to students and employees.
2. Alcohol and other drug abuse can also significantly lower performance on the job and in the classroom, thus impacting on the agency and the college mission, as well as seriously affecting the student's educational and career goals.
3. Employees must report any personal conviction under a criminal drug statute, for conduct at the workplace, to their personnel officer within five days.
4. It is a condition of employment and admission that all employees and students must abide by the policy on alcohol and other drug use and related procedures/statements/laws/guidelines. Violation of any

provisions may result in disciplinary action up to and including termination or expulsion respectively, and may have further legal consequences consistent with federal and state laws and regulations. Additionally, management may require an employee or student to enter an employee/student assistance or drug rehabilitation program as a condition of employment or enrollment.

5. Use of employee assistance programs (EAP), student assistance programs (SAP), or drug/alcohol rehabilitation services is encouraged.

## **REFUND POLICY**

It is the policy of Denmark Technical College that students or appropriate sponsoring parties receive a fair and equitable refund of tuition and other institutional charges upon withdrawal from the College. Denmark Technical College has established procedures which determine which charges are designated as institutional charges. (See Administrative Memorandum #38)

Students who never attend class will be considered to have constructively withdrawn before the start of term.

This institution will make refund distributions according to a specific order of priority prescribed in the law and regulations listed below:

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Federal Plus Loan
4. Unsubsidized Federal Direct Stafford Loan
5. Subsidized Federal Direct Stafford Loan
6. Federal Direct Plus Loan
7. Federal Pell Grant
8. FSEOG
9. Other SFA Programs
10. Other Federal, State, private, or institutional sources of aid
11. The student

Refunds for terms that vary in length from the semester term will be in proportion to the semester term refund schedule.

## **General Provisions**

Examples of refunds are available in the Financial Aid Office upon request.

Unpaid charges are charges not covered under federal aid for which the student is responsible. There is an appeals process for students or parents who believe that individual circumstances warrant exceptions. Appeals should be directed to the Director of Financial Aid.

Repayments from SFA recipients must be distributed as follows:

1. Federal Pell Grant
2. FSEOG
3. Other SFA Programs
4. Other Federal, State, private, or institutional sources of aid
5. Student

Funds returned to any SFA program may not exceed those received from that program. However, in some cases, the holder of the loan will payoff a portion of the loan balance.

### **Late Disbursement**

A student who withdraws or otherwise ceases attendance has lost SFA eligibility and generally may not be paid further funds for the enrollment period. However, in some cases, a late disbursement may be made. This determination must be made on a case by case basis according to Title IV Student Financial Assistance Guidelines.

*Books, Supplies, and Miscellaneous items* are considered institutional charges.

*Refunds regarding room reservation fees* —

- a. Room reservation fee (\$25.00) will not be refunded if a student moves off campus anytime during a semester or session he or she is enrolled.
- b. If a student who has previously lived in the residence hall makes a request to move back on campus, a \$25.00 room reservation fee will be required.

*Refunds to Veterans, Non-Degree* — Refunds to veterans and/or orphans of veterans will be made subject to the limitations set in VA Regulations 12204.1. The College agrees to furnish each Public Law 550 Veteran and/or orphan a copy of the refund policy upon request.

*Requesting a Refund After Overpayment* — If a student anticipates a refund due to an overpayment, the student should check with the Business Office Cashier. All refunds will be processed and payable by check within 30 days after the properly executed withdrawal form has been submitted to the Office of Admissions and Records.

## **Debts Owed to the College**

Students will not be permitted to graduate, receive transcripts or re-enroll in any programs until all debts incurred at the College have been paid in full.

## **Degree/Diploma/Certificate Requirements**

The College awards associate degrees, diplomas, and certificates upon the successful completion of the required course work as prescribed by the program model. In order for students to graduate, they must have a grade point average of 2.0 or better in their major; have earned a minimum of 25% of their course work in residence at Denmark Technical College; satisfied all financial obligations to the College; and completed an Application for Graduation form and returned it to the Office of Admissions and Records.

## **Statute of Limitations**

Any required course that has been completed more than six years prior to the intended date of graduation must be repeated before the degree/diploma/certificate will be conferred. Exceptions may be approved by Vice President for Academic Affairs.

## **Change of Name**

To change your last name, you should submit the following to the Admissions and Records Office:

1. From maiden name to married name--a copy of marriage license.
2. From married to maiden name--a divorce decree stating use of maiden name. A divorce decree without this statement is not enough to change the name.
3. To name decreed by legal document--the legal document issued by the court. To change your first name and/or complete name, you must have a court document containing the name change.

A person may use any name desired as long as there is no intent to defraud. However, the legal name is required by the College for official records purposes. Name changes may be obtained through Family Court.

Valid legal documents to establish legal name include:

1. Birth certificate
2. Marriage license--for last name only
3. Court decree
4. Military ID

## **Change of Residence**

Students who believe they qualify for an adjustment of their residency status should contact the Admissions and Records Office and complete a petition to change their residence. Submission of a change of address to the college does not automatically result in a change of residency status for tuition purposes.



## **RESIDENCY REQUIREMENTS**

### **I. Policy**

In compliance with the laws of South Carolina, out-of-state fees must be paid by any student who has not been domiciled in South Carolina for a period of twelve months prior to enrolling at Denmark Technical College with an intention of making a permanent home here.

The word "domicile" means a "person's true, fixed, principal residence and place of habitation; it indicates the place where such a person intends to remain, and to where such a person expects to return upon leaving without establishing a new domicile in another state." A person may have only one legal domicile and is presumed to abandon automatically an old domicile upon establishing a new one. Housing at State Institutions shall be presumed not to be a place of principal residence, as residency in such housing is, by nature, temporary.

An "independent person" for residency purposes, shall mean a person who is at least 18 years of age, whose predominant source of income is his or her own earnings of income from employment, investments, or payments from trusts, grants, scholarships, loans, or payments of alimony or separate maintenance made pursuant to court order.

A "dependent person" for residency purposes, shall mean one whose financial support is provided not through his own earnings or entitlements, but whose pre-dominant source of income or support is payments from a parent, spouse, or guardian and who qualifies as a dependent on the federal tax return of the parent, spouse or guardian. A "minor" shall mean a person who has not attained the age of 18 years.

### **II. Factors in Making a Determination of Residency**

- A. Persons domiciled in South Carolina for a period of at least 12 months for reasons of permanent employment with an intention of making a permanent home therein, and their dependents, may be considered eligible for in-state rates.
- B. Independent persons who reside in and have been domiciled in South Carolina for fewer than twelve months but who have full-time employment in the state, and their dependents, may be considered eligible for in-state rates.
- C. The residence and domicile of a dependent minor shall be presumed to be that of the parent of such dependent minor.

### **III. Changes in Residency**

- A. A student shall not become eligible for in-state rates until the beginning of the next academic session after expiration of 12 months from date of domicile in this state.

- B. Loss of eligibility for in-state rates shall end on the last day of the academic session in which the loss occurs.
- C. Marriage to a South Carolina resident does not automatically make a student eligible for in-state rates. If at least 18 years of age, a married person may establish residency exclusive of the spouse's status.
- D. Becoming a full-time employee of a company or industry based in the state may make a student eligible for in-state rates even though the residency requirement of 12 months has not been met.
- E. Military personnel and their dependents may be considered eligible for in-state rates during the period of their assignment to duty in South Carolina.
- F. Full-time faculty and administrative employees of South Carolina state college and their dependents are always eligible for in-state rates regardless of their place of residence.
- G. Foreign students are presumed not to be in-state residents. They may qualify for in-state rates depending on the types of visas they possess or if they are the dependents of persons who have previously established residency.

#### **IV. Penalties for Willful Misrepresentation**

Persons who gain domiciliary status improperly by making or presenting willful misrepresentations of facts shall be charged fees past due and unpaid at the out-of-state rate, plus interest at a rate of eight percent per annum, plus a penalty amounting to twenty-five percent of the out-of-state rate for one semester. Until these charges have been paid, no such student shall be allowed to receive transcripts or graduate from any state institution.

#### **V. Proof of Eligibility for In-State Tuition**

Positive steps which reflect an intent to make South Carolina a permanent residence are vital in determining eligibility. All documentation requested by the Dean of Student Services must be furnished prior to making a determination for in-state rates or the student will automatically be required to pay out-of-state rates. Acceptable legal documents include the following:

- A. A driver's license
- B. A vehicle registration certificate
- C. A voter registration certificate
- D. Copies of recent state income tax returns
- E. Letters from employers indicating full-time status as an employee, date of employment, employment status as of present date, and home address on company rolls
- F. Receipts for housing

#### **Dormitory Loitering Policy**

No females should be loitering at the side entrances of the male dormitory nor males at the windows, back, and/or side entrances of female dormitories; and no females or males should use or be loitering in the path behind King Hall.

Visitors of the opposite sex are only allowed to visit in the lobby areas of the residence halls. Front entrances of dormitories for visitation should be used at all times. Females may page young men; however, DUE TO LIMITED SPACE IN THE MALE DORMITORY, IT IS RECOMMENDED THAT MALE/FEMALE VISITATION TAKE PLACE IN THE CANTEEN AREA AND NOT IN THE MALE DORMITORY.

Disciplinary action will be taken against students who violate the dormitory loitering policy.

**PLEASE NOTE:** Denmark Technical College expressly prohibits the possession of alcohol and drugs; firearms or other dangerous weapons; and fighting (on campus and/or off campus). The penalty for violation of this regulation is suspension and/or expulsion from the College.

### **Curfew Policy**

The back gate to the College will close at 9:00 p.m. and the doors to Residential Centers will close at 12:00 a.m., Sundays through Thursdays, and 1 :00 a.m. Fridays and Saturdays. Lobbies will close to visitors at 11:00 p.m. daily.

Students who violate curfew will be given a letter of warning. A second letter of warning will require a conference with the Executive Dean of Student Services and/or a Counseling Services designee. A third violation will result in the student having to move off campus.

When the Residential Centers are closed, students are required to be in the building. There should be no loitering on "the yard" after curfew. Provisions for the students who work beyond curfew hours can always be made with the Residential Centers Directors and Public Safety. Failure to make such arrangements will result in the denial of any consideration beyond what is stated.

### **Campus Leave Policy**

Students who leave campus at any time (including overnight) are required to sign out. This is for the mutual protection of the student and the institution.

### **Noise Code Policy**

No radios, stereos, or tape decks should be placed in windows or played openly on campus. Radios should be played at a level maintained in the room. Radios, stereos, or tape decks played loudly and heard outside rooms and windows will be confiscated and held until the end of the semester in a secured room in the Student Services area.

Consideration of others is requested when playing stereos, radios, and/or tape decks. It is a violation of the institution's noise code to point speakers out of the window or door. Violators will be disciplined and musical equipment confiscated.

### **Vandalism Policy**

Anyone who willfully damages, destroys, or changes in any manner the property of another, in this case a fellow student, faculty, staff, property of Denmark Technical College and/or company vendors (i.e., Coke machine) is in violation of state law. State, county, and municipal laws, rules, and regulations for the protection and security of persons and/or property at Denmark Technical College will be strictly enforced.

Students who violate S. C. Code of Law 16-11-520 (a misdemeanor) will be prosecuted according to law. (Malicious injury to real property) damage not less than \$200 (Magistrate Court Bond \$237), more than \$200 (General Sessions Court) and immediate suspension from the college.

### **Beeper and Cellular Phone Policy**

All beepers worn and cellular phones carried on campus must be registered with the Public Safety Office. If beepers and cellular phones are not registered, they will be confiscated, and the guilty party will be immediately suspended.

**PLEASE NOTE:** It is a violation of the institution's beeper and cellular phone code to wear a beeper or carry a cellular phone on campus unauthorized. Violators will be disciplined and beepers confiscated.

### **Drug Testing Policy**

It is the policy of Denmark Technical College to provide a drug free, healthful, safe and secure education and work environment for its students. Students are required and expected to report to class in an appropriate mental and physical condition to meet the requirements and expectations of their classes.

Anyone who displays physical impairment and/or behavior abnormalities of such an aggressive nature that College Administrators feel there is "probable or reasonable cause" that the individual may disturb the educational environment and/or cause bodily harm to the welfare of others will be subject to a drug test.

Violation of any provisions found in the testing may result in disciplinary action up to and including expulsion, and may have further legal consequences consistent with federal and state laws and regulations.

## **PUBLIC SAFETY REGULATIONS**

The Department of Public Safety & Security (located in Building 900) enforces state, county, and municipal laws, rules, and regulations for the protection and security of persons and property at Denmark Technical College.

Denmark Technical College's Public Safety Officers are commissioned state constables by the Governor with full police powers and state-wide authority. All state statutes are enforced in accordance with the laws.

1. Vandalism

S.C. Code of Law (16-11-52) makes it a misdemeanor for anyone to willfully damage, destroy, or change in any manner the property of another, in this case, your fellow students, faculty/staff or property of Denmark Technical College. Malicious injury to real property damage less than \$200 (Magistrate Court Bond \$237), more than \$200 (General Sessions Court).

2. Alcohol and Drug Use on Campus

- a. It is against institutional policy to have and use either alcohol or drugs on campus.
- b. Students with alcohol or drugs in their possession are subject to the S.C. Code of Laws that deals with alcohol and drugs.
- c. Law Enforcement Officers will conduct periodic surveillances. Violators will be prosecuted in accordance with the law.

3. Speeding or Failing to Stop for Stop Sign

The speed limit on campus is 15 m.p.h. monitored by use of radar. Violators will be issued a uniform ticket and a summons to magistrate court. Violators will be fined not less than \$50 (30 days) and/or 2 or more points will be assessed on their drivers license.

4. Disorderly Conduct

Disorderly conduct applies on the Denmark Technical College campus as well as anywhere else in the state or other jurisdiction. Those persons fighting, or found to be a conspirator to a disturbance on either the Denmark Technical College campus or the Voorhees campus, will have criminal charges levied against them.

5. Loitering on Campus

Loitering on campus at night after visiting hours is prohibited. Students are requested to either be in dormitories or leave the campus. Students may be stopped by the officer on duty and asked to present a student ID card to determine status.

Students are requested to adhere to the laws, rules, and regulations provided to promote safety and security at the college.

## **Campus Sexual Assault Procedure**

Sexual assault is a violent act of aggression. Studies show that at least 25% of female college students are victims of rape or attempted rape and 84% know their attacker. Victims of sexual assault are urged to report the crime. Persons who commit this crime are known to repeat the act and cannot be caught or stopped without the victim's assistance. The following applies to all members of the Denmark Technical College community: students, faculty, administrators, staff, contract employees, and visitors.

Denmark Technical College is committed to providing an institutional environment where all persons may pursue their studies, careers, duties, and activities in an atmosphere free of all threat of unwelcomed and unwanted sexual actions. It strongly condemns sexual offenses and will not tolerate sexual offenders, and supports those who have been victimized.

Denmark Technical College urges all students and personnel to exercise sound judgement when moving about the campus. Dormitory students are informed during student orientation to lock their doors and windows at all times. They should let someone know where they are going and should not walk alone, particularly at night.

If a sexual assault occurs on campus, the campus police should be notified immediately. If the responding officer is not a female, a female officer or female authority figure will be summoned. The main objectives are to get medical assistance for the victim and preserve the crime scene. The College Nurse, the President, the Executive Dean of Student Services and the Chief of Public Safety should be notified immediately. Every effort will be made by college personnel to handle sexual assault with the utmost discretion.

Sexual assault is committed against a person's will, as evidenced by refusal of consent or the use of force, threat, or intimidation, or against a person who by virtue of mental incapacity or physical helplessness, is unable to give or withhold consent. This includes, but is not limited to, incapacity or helplessness caused by alcohol or other drugs. Intoxication of the assailant shall not diminish the assailant's responsibility for sexual assault.

If sexual assault occurs off-campus, the police officers from the proper jurisdiction should be notified immediately. Emergency Medical Services should be notified. In order to have the evidence needed for investigation, the victim should avoid douching, showering, changing clothes, brushing teeth, drinking, or disturbing the crime scene in any way.

The College will respond promptly, fairly, and decisively to all reports of sexual assault. Members of the college community accused of these actions will be subject to college disciplinary procedures when the alleged incident has occurred on campus

or when the action has occurred off campus and materially affects the learning environment or operations of the college.

Sexual assaults are serious violations of the college's student code, faculty standards, and college employee policies. They are crimes under state law and are punishable by fines and/or imprisonment. In addition, these actions are subject to civil suit for damages.

Denmark Technical College makes assistance available to those who have been affected by sexual assault through the Office of the Executive Dean of Student Services and the Office of Public Safety.

## **PARKING AND TRAFFIC REGULATIONS**

### **GENERAL**

1. All South Carolina State laws and Bamberg County laws apply on the Denmark Technical College campus unless specifically superseded by Denmark Technical College's regulation.
2. The Bamberg County Court has jurisdiction over all traffic and parking offenses.
3. Drivers must obey the instructions of designated traffic controllers.
4. All posted traffic signs and signals must be obeyed.
5. Uniform state and Denmark Technical College citations will be issued to violators.
6. Traffic, parking, and registration violation fines may be paid to the Business Office. Failure to pay at the Business Office will result in a summons to magistrate's court and additional fines imposed.
7. Denmark Technical College assumes no responsibility for any vehicle or its contents.
8. Vehicle traffic on campus between the hours of 1:00 a.m. to 7:00 a.m. is restricted.
9. Vehicle accidents on campus must be reported to the Public Safety Office immediately.
10. Pedestrians always have the right of way.

### **VEHICLE REGISTRATION**

Denmark Technical College Department of Public Safety "Temporary Parking Permits" are issued for any reasonable need.

1. All vehicles of faculty/staff and students regularly or occasionally driven on campus must be registered with the Denmark Technical College Department of Public Safety.
2. Identifying decals or visitors passes must be displayed as directed.
3. Vehicle registrants are responsible for all non-moving and parking violations.

## **TRAFFIC CONTROLS**

1. Parking, standing, loading, and unloading are prohibited on yellow curbs and where posted.
2. Parking on grass in front of shop buildings or doorways is prohibited.
3. Fast take-offs, loud mufflers, or loud radios are not allowed on campus.
4. Vehicles are not allowed to park or stand in a lane of traffic except to avoid an accident.

## **TOWING AND IMPOUNDMENT**

Vehicles may be towed and impounded at owner's risk and expense if:

1. The vehicle is blocking a fire lane.
2. The vehicle is blocking another vehicle's traffic lane, driveway, or service entrance.
3. The vehicle is parked in a restricted area.
4. Three or more outstanding traffic and/or parking citations have been issued against the vehicle.
5. The vehicle is creating a safety hazard in the opinion of the Public Safety Office.
6. Vehicles are repaired in parking lots or traffic lanes at any time for any reason.

## **PARKING DECALS**

1. All decals must be displayed on the left side of the rear bumper.
2. Vehicle decals should be removed upon expiration or when a student's or employee's status changes.
3. Vehicle decals should be removed by heating the decal with a blow type hair dryer. Acetone (fingernail polish remover) will remove any vestiges of adhesive without damaging the bumper's surface.

## **CAFETERIA REGULATIONS**

The Thomas N. Rhoad Hall is the main cafeteria on campus. All student, faculty and staff meals are prepared and served in this building during academic sessions. Students are requested to adhere to the following policies while using the cafeteria:

1. Male students are requested to remove hats, caps or any head piece.
2. Large containers, jars, jugs, etc. are not allowed in the cafeteria.
3. Boom boxes (large stereos) are not allowed in the cafeteria.
4. It is illegal to remove dishes, glasses, and silverware from the cafeteria.
5. Loud noises and the use of profane language are prohibited in the cafeteria.
6. Cutting the serving line is prohibited. Those persons found guilty of cutting the line will not be served.
7. Students must present a valid I.D. card with the proper sticker affixed in order to be served during all meals.
8. Students are not allowed behind the serving line or in the kitchen.
9. Students are requested to remove trays from the table after each meal.
10. Smoking is prohibited.



## **STUDENT CENTER REGULATIONS**

The Student Center is provided for the use of students enrolled at Denmark Technical College, faculty, staff, and their guests. A valid I.D. card should always be kept in your possession to verify your status. Please adhere to the following rules while visiting the Student Center:

1. Shirts and shoes are required at all times.
2. Profanity is not allowed.
3. No alcoholic beverages, weapons, or drugs are allowed.
4. Sitting on pool tables or any other tables is prohibited.
5. Chairs are not to be moved from their position or from one room to another.
6. Keep the center clean by throwing trash and other garbage in the trash containers provided, especially after eating and drinking in the canteen food area.
7. Please do not beat on the pool tables or video games.
8. Radios may be played on low volume in the game area only.
9. Failure to comply with these rules will result in your being denied the use of this facility.

## **GYM REGULATIONS**

Please adhere to the following rules and regulations while visiting the gym:

1. Proper gym attire must be worn at all times (tennis shoes, warm-ups, or shorts, shirt, etc.).
2. Good conduct must be maintained. (No Profanity Allowed).
3. You must have approval to be in the gym (persons turning on the lights and playing without approval will be charged with trespassing).
4. Lights are to be turned on by a Denmark Technical College staff member.
5. No alcoholic beverages, weapons, or drugs are allowed.
6. Keep gym floor and bleacher area clean. Always throw trash in the proper container.
7. This facility is for the use of Denmark Technical College's students, faculty, staff, and/or authorized guests of the College.

## **REGULATIONS FOR OUTDOOR SPORTS FACILITIES**

Please adhere to the following regulations while using the outdoor courts:

1. Proper tennis attire must be worn while playing on tennis courts (shorts, tops, and tennis shoes).
2. Tennis shoes must be worn on basketball courts.
3. No skates, skateboards, bicycles, or toys are allowed on the courts.
4. Good conduct and courtesy is expected.
5. No profanity is allowed on or near the courts.
6. Persons involved in vandalism will be prosecuted.
7. No alcoholic beverages, weapons, or drugs are allowed.

8. No food or drink is allowed inside the fence.
9. No loitering.
10. Keep courts and area clean and orderly.
11. Turn lights off when not in use.

## **DENMARK TECHNICAL COLLEGE STUDENT CODE AND GRIEVANCE PROCEDURE**

### **I. GENERAL PROVISIONS**

Technical college students are members of both the community at large and the academic community. As members of the academic community, students are subject to the obligations that accrue to them by virtue of this membership. As members of the larger community of which the college is a part, students are entitled to all rights and protection accorded them by the laws of that community.

By the same token, students are also subject to all laws; the enforcement of which is the responsibility of duly constituted authorities. When students violate laws, they may incur penalties prescribed by legal authorities. In such instance, college discipline will be initiated only when the presence of the student on campus will disrupt the educational process of the College. However, when a student's violation of the law also adversely affects the College's pursuit of its recognized educational objectives, the college may enforce its own regulations. When students violate college regulations, they are subject to disciplinary action by the College whether or not their conduct violates the law. If a student's behavior simultaneously violates both college regulations and the law, the College may take disciplinary action independent of that taken by legal authorities. The Student Code and Grievance Procedure for Denmark Technical College sets forth the rights and responsibilities of the individual student.

When used in this document, unless the content requires other meaning,

- A. "College" means Denmark Technical College.
- B. "President" means the chief executive officer of the college.
- C. "Administrative Officer" means anyone designated at the college as being on the administrative staff such as President, Vice President, Dean of Students or Student Services, Chief Academic Officer, Dean of Instruction or Business Manager.
- D. "Chief Student Services Officer" means the Administrative Officer at the College who has overall management responsibility for student services, or his/her designee.
- E. "Chief Instructional Officer" means the Administrative Officer at the College who has overall management responsibility for academic programs and services, or his/her designee.

- F. “Student” means a person taking any course(s) offered by the college.
- G. “Instructor” means any person employed by the College to conduct class.
- H. “Staff” means any person employed by the college for reasons other than conducting class.
- I. “SGA” means Student Government Association of the college.
- J. “Campus” means any place where the college conducts or sponsors educational, public Service, or research activities.
- K. “Violation of Law” means a violation of a law of the United States or any law or ordinance of a state or political subdivision which had jurisdiction over the place in which the violation occurs.
- L. “Suspension” means a temporary separation of the college and student under specified conditions.
- M. “Expulsion” means permanent separation of the college and student.

## **II. STUDENT CODE**

### *I. General Rights of Students*

#### **A. Non-discrimination**

There shall be no discrimination in any respect by the College against a student, or applicant for admission as a student, based on race, color, age, religion, national origin, sex, or disability.

#### **B. Freedom of Speech and Assembly**

Students shall have the right to freedom of speech and assembly without prior restraints or censorship subject to clearly stated, reasonable, and non-discriminatory rules and regulations regarding time, place, and manner. Students desiring to conduct an assembly must submit a request to the President, or other designated college official requesting a specific date, time, location, and manner no later than 15 working days prior to the date of the desired event. The request will be approved, amended, or denied no more than 10 working days prior to the desired event.

#### **C. Freedom of Press**

In official student publications, they are entitled to the constitutional right of freedom of the press, including constitutional limitations on prior restraint and censorship. To ensure this protection, the college shall have an editorial board with membership representing SGA, faculty and administration. Each college has the responsibility of defining the selection process for its editorial board. The primary responsibility of the board shall be to establish and safeguard editorial policies.

- D. **Protection Against Unreasonable Searches and Seizures**  
Students are entitled to the constitutional right to be secure in their persons, dwelling, papers, and effects against unreasonable searches and seizures. College security officers or administrative officers may conduct searches and seizures only as authorized by law.
- E. **Student Representation in College Governance**  
Students should be represented on campus committees that have the following duties:
1. To propose policy that affects student activities and conduct.
  2. To make policy decisions on such matters.
  3. To implement policy.
- F. **Classroom Behavior**  
Discussion and expression of all views relevant to the subject matter are recognized as necessary to the educational process, but students have no right to interfere with the freedom of instructors to teach or the rights of other students to learn. The instructor sets the standards of behavior acceptable in the classroom by announcing these standards early in the term. If a student behaves disruptively in class after the instructor has explained the unacceptability of such conduct, the instructor may dismiss the student for the remainder of the class period. The instructor shall initiate a discussion with the student to resolve the issue prior to the next class meeting. A further disruption by the student may result in a second dismissal and referral in writing by the faculty member to the Chief Student Services Officer. These procedures for classroom behavior do not limit the action that may be taken for proscribed conduct under Section III herein and instructors may dismiss students from class for the remainder of the class period for such conduct. Students remain subject to other sanctions hereunder for such conduct.
- G. **Evaluation and Grading**  
Instructors will follow the announced College standards in evaluating and grading students. Grades are awarded for student academic achievement. No grade will be reduced as a disciplinary action for student action or behavior unrelated to academic achievement.
- H. **Privacy**  
Information about individual student views, beliefs, and political associations acquired by instructors, counselors, or administrators in the course of their work is confidential. It can be disclosed to others only with prior written consent of the student involved or under legal compulsion.

## I. Records

### 1. General

The student records office will maintain and safeguard student records. All official student and former student records are private and confidential and shall be preserved by the college. Separate record files may be maintained for the following categories: (1) academic, (2) medical, psychiatric and counseling, (3) placement, (4) financial aid, (5) disciplinary, (6) financial and (7) veterans affairs.

### 2. Confidentiality of Records

Before information in any student file may be released to anyone, the student must give prior written consent except in those instances stated below:

- a. To instructors and administrators for legitimate educational purposes.
- b. To accrediting organizations to carry out their functions.
- c. To appropriate parties to protect the health and safety of students or other individuals in emergencies with the understanding that only information essential to the emergency situation will be released.
- d. The Chief Student Services Officer may release directory information as authorized by the college through federal and state privacy legislation.
- e. If the inquirer has a court order, the Chief Student Services Officer or someone designated by that official will release information from the student's file.

### 3. Disciplinary Records

Records of disciplinary action shall be maintained in the office of the Chief Student Services Officer. No record of disciplinary action shall be entered or made on the student's academic records.

### 4. Treatment of Records after Student Graduation or Withdrawal

When students withdraw or graduate from a technical college, their records shall continue to be subject to the provisions of this code.

## II. *Student Government and Student Organizations*

### A. Student Government Associations

The college Student Government Association's constitution, as approved by the Area Commission, establishes the governance structure for students at the College. Amendments to the constitution require approval as stipulated in the Student Government Association constitution.

### B. Student Organizations

An essential prerequisite for a student organization to be approved is that it has educational importance and that its objectives be clearly explained in a proposed charter. The formation of organizations strictly as social clubs should be discouraged.

Prior consideration for approval as an organization, an organization's constitution or by-law must be prepared, and a person must be identified who is willing to serve as faculty advisor and the names of at least 10 charter members must be submitted.

### III. *Proscribed Conduct*

#### A. General

Certain conduct is proscribed and upon violation of such proscriptions, a student shall be subject to one or more of the sanctions specified in Section IV.D.2.c. However, it is expected that the more severe sanctions of suspension and expulsion will be imposed sparingly and only for more extreme or aggravated violations or for repeated violations.

#### B. Abuse of the Privilege of Freedom of Speech or Assembly

No student, acting alone or with others, shall obstruct or disrupt any teaching, administrative, disciplinary, public service, research, or other activity authorized or conducted on the campus of the college or any other location where such activity is conducted or sponsored by the College. This disruption does not necessarily have to involve violence or force for the student to face disciplinary action. In the event of illegal or disruptive activity on the college campus, the Executive Dean of Student Services or other administrative officer will request those involved either to leave the campus or abide by the regulations governing the uses of, or presence on, the campus. The Executive Dean of Student Services or other official will further announce that failure to disperse will result in Enforcement of Section 16-17-420 of the South Carolina Code of Laws pertaining to illegal or disruptive activity on a college campus. According to South Carolina law, "It shall be unlawful for any person willfully or unnecessarily (a) to interfere with or disturb in any way or in any place the students or teachers of any school or college in this state, (b) to enter upon any such school or school premises, (c) to loiter around the premises, except on business, without the permission of the principal or president in charge, or, (d) to act in an obnoxious manner thereon." (Section 16-17-420 part 2 of South Carolina Code of Laws).

#### C. Academic Misconduct

All forms of academic misconduct including, but not limited to, cheating on tests, plagiarism, collusion and falsification of information will call for discipline. Alleged violations will be handled according to the procedures presented in Section IV.B.

##### 1. Cheating on tests is defined to include the following:

- a. Copying from another student's test or answer sheet.
- b. Using materials or equipment during a test not authorized by the person giving the test.

- c. Collaborating with any other person during a test without permission.
  - d. Knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or part the contents of a test prior to its administration.
  - e. Bribing or coercing any other person to obtain tests or information about tests.
  - f. Substituting for another student, or permitting any other person to substitute for oneself.
  - g. Cooperating or aiding in any of the above.
2. "Plagiarism" is defined as the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work offered for credit.
  3. "Collusion" means knowingly assisting another person in an act of academic dishonesty.
  4. "Fabrication" is defined as falsifying or inventing information in such academic exercises as reports. Laboratory results, and citations to the sources of information.
- D. Falsification of information, and other unlawful acts, with intent to deceive is defined as:
1. Forgery, alteration or misuse of college documents, records, or identification cards.
  2. Destruction of evidence with the intent to deny its presentation to the appropriate hearing or appeals panel when properly notified to appear.
- E. Infringement of Rights of Others includes, but is not limited to the following:
1. Physical or verbal abuse inflicted on another person.
  2. Severe emotional distress inflicted on another person or other property.
  3. Theft, destruction, damage, or misuse of the private property of members of the College community or nonmembers of the college community occurring on campus or off campus during any college approved activity.
  4. Sexual Harassment inflicted on another person. This is defined as a sexual discrimination where the harassing conduct created a hostile environment. Therefore, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when the conduct is sufficiently severe, persistent to limit an individual's ability to participate in or benefit from the education program, or to create a hostile or abusive educational environment.
  5. Stalking, defined as engaging in a course of conduct that would place a reasonable person in fear for their safety, and that has, in fact, placed an individual in such fear.

- F. Other unlawful acts which call for discipline include, but are not limited to:
1. Destruction, theft, damage, or misuse of college property occurring on or off campus.
  2. Unauthorized entry upon the property of the College after closing hours.
  3. Unauthorized presence in any college facility after hours.
  4. Unauthorized possession or use of a key to any college facility or other property.
  5. Possession or use on campus of any firearm or other dangerous weapon or incendiary device or explosive unless such possession or use has been authorized by the College.
  6. Possession, use, or distribution on campus of any narcotics, dangerous or unlawful drugs as defined by the laws of the United States or the State of South Carolina.
  7. Possession, use, or distribution on campus of any beverage containing alcohol.
  8. Violation of institutional policies while on campus or off campus when participating in a college sponsored activity.
  9. Violation of South Carolina and/or federal laws while on campus or off campus when participating in a college sponsored activity.
  10. Engaging in any activity that disrupts the educational process of the college, interferes with the rights of others or adversely interferes with other normal functions and services.

#### IV. *Rules of Student Disciplinary Procedures and Sanctions*

The sanctions that follow are designed to channel faculty, staff or student complaints against students. Due process of law is essential in dealing with infractions of college regulations and state and federal states. Consequently, any disciplinary sanction imposed on a student or organization will follow the provisions of this code.

##### A. Administrative Suspension

1. If an act of misconduct threatens the health or well being of any member of the academic community or seriously disrupts the function and good order of the college, an administrative officer may direct the students involved to cease and desist such conduct and advise the student that failing to cease and desist may result in immediate administrative suspension. If the student fails to cease and desist, or if the student's continued presence constitutes danger, the President of the College, or his/her designee, may temporarily suspend the student from the college, pending the outcome of a disciplinary hearing on the charge(s).
2. The President, or his/her designee, shall notify the Chief Student Services Officer in writing before 5:00 p.m. of the first class day following its imposition of the administrative suspension. The Chief Student Services Officer will inform the student in writing about the decision.





6. On the basis of the information presented at the appeal, the Chief Instructional Officer, or designee, will render one of the following:
    - a. accept the decision and the sanction imposed by the instructor.
    - b. accept the instructor's decision but impose a less severe action.
    - c. overturn the instructor's decision.
  7. The Chief Instruction Officer, or designee, will send the student a letter within two working days of the meeting. This letter will inform the student of the decision and inform the student that the decision can be appealed to the President of the College by sending a letter detailing the reasons for the appeal to the President's Office within five working days.
  8. After receiving the student's request, the President will review all written materials relating to this incident and render one of the following decisions.  
The President's decision cannot be appealed further.
    - a. accept the decision and the sanction imposed.
    - b. accept the decision but impose a less severe sanction.
    - c. overturn the decision.
- C. Student Misconduct
1. A charge involving a student infraction must be filed in writing at the office of the Chief Student Services Officer within 5 working days after the alleged infraction or after such infraction becomes known to an administrative officer of the college.
  2. Within 5 working days after the charge is filed, the Chief Student Services Officer, or designee, shall complete a preliminary investigation of the charge and schedule immediately a meeting with the student. After discussing the alleged infraction with the student, the Chief Student Services Officer, or designee, may act as follows:
    - a. Drop the charges.
    - b. Impose a sanction consistent with those shown in Section IV.D.2.c.
    - c. Refer the student to a college officer or community agency for services.
  3. The decision of the Chief Student Services Officer, or designee, shall be presented to the student in writing within 5 working days following the meeting with the student. In instances where the student cannot be reached to schedule an appointment, or where the student refuses to cooperate, the Chief Student Services Officer, or designee, shall send a certified letter to the student's last known address, providing the student with a list of the charges, the Chief Student Services Officer's, or designee's decision, and instructions governing the appeal process.

4. A student who disagrees with the decision may request a hearing before the Student Appeals Committee. This request must be submitted within 2 working days after receipt of the decision unless a request is made and approved for an extension of time. The Chief Student Services Officer shall refer the matter to the Committee together with a report of the nature of the alleged misconduct, the name of the complainant, the name of the student against who the charge has been filed, and the relevant facts revealed by the preliminary investigation.

D. The Student Appeals Committee

Each college shall have a Student Appeals Committee (hereafter referred to as the Committee) to consider the case of a student who declines to accept the findings of the Chief Student Services Officer. The hearing shall be held within 15 working days after the student has officially appealed the decision of the Chief Student Services Officer.

1. Membership of the Committee shall be composed of the following:
  - a. Three faculty members appointed by the chief instructional officer and approved by the President.
  - b. Three student members appointed by the appropriate student governing body and approved by the President.
  - c. One member of the Student Services staff appointed by the Executive Dean of Student Services and approved by the President.
  - d. The Executive Dean of Student Services serves as an ex-officio nonvoting member of the committee.
  - e. The President shall appoint the Committee Chair from among the committee membership. Ex-officio members of the committee may not serve as the committee chair.
2. Functions of the Committee are described as follows:
  - a. To hear an appeal from a student charged with an infraction that may result in disciplinary action.
  - b. To hand down a decision based only on evidence introduced at the hearing.
  - c. To provide the student defendant with a statement of the committee's decision including findings of fact and if applicable, to impose one or more of the following sanctions:
    - (1) Academic Misconduct
      - (a) Assign a lower grade or score to the paper, project, assignment or examination involved in the act of misconduct.

- (b) Require the student to repeat or resubmit the paper, project, assignment or examination involved in the act of misconduct.
- (c) Assign a failing grade for the course.
- (d) Require the student to withdraw from the course.

(2) Student Misconduct

- (a) A written reprimand.
- (b) An obligation to make restitution or reimbursement.
- (c) A suspension or termination of particular student privileges.
- (d) Disciplinary probation.
- (e) Suspension from the college.
- (f) Expulsion from the college.
- (g) Any combination of the above.

V. *Procedures for Hearings before the Student Appeals Committee*

A. Procedural Duties of the Chief Student Services Officer

1. At least 7 working days prior to the date set for a hearing before the Committee, the Chief Student Services Officer shall send written notice to all involved and a certified letter to the student's last known address providing the student with the following information:

- a. A restatement of the charge or charges.
- b. The time and place of the hearing.
- c. A list of all witnesses who might be called to testify.
- d. The names of Committee members.
- e. A statement of the student's basic procedural rights.

These rights follow:

- (1) The right to counsel. The role of the person acting as counsel is solely to advise the student. The counsel shall not address the Committee. Payment of legal fees is the responsibility of the student.
- (2) The right to produce witnesses on one's behalf.
- (3) The right to request, in writing, that the President disqualify any member of the committee for prejudice or bias. (At the discretion of the President, reasons for disqualification may be required.) A request for disqualification, if made, must be submitted at least 2 working days prior to the hearing. If such disqualification occurs, the appropriate nominating body shall appoint a replacement to be approved by the president.
- (4) The right to present evidence. The Committee may determine as to what evidence is admissible.

- (5) The right to know the identity of the person(s) bringing the charge(s).
  - (6) The right to hear witnesses on behalf of the person bringing the charges.
  - (7) The right to testify or to refuse to testify without such refusal being detrimental to the student.
  - (8) The right to appeal the decision of the Committee to the President who will review the official record of the hearing. The appeal must be in writing and it must be made within 7 working days after receipt of the decision.
2. On written request of the student, the hearing may be held prior to the expiration of the 7 day advance notification period, if the Chief Student Services Officer concurs with this change.

#### B. The Conduct of the Committee Hearings

1. Hearings before the Committee shall be confidential and shall be closed to all persons except the following:
  - a. The student and the person who initiated the charges.  
However the hearing may be conducted without either party present if either party ignores the notice of the hearing and is absent without cause.
  - b. Counsels for the student and the college.
  - c. A person, mutually agreed upon by the student and the Committee, to serve in the capacity of recorder.
  - d. Witnesses who shall:
    - (1) Give testimony singularly and in the absence of other witnesses.
    - (2) Leave the committee meeting room immediately upon completion of the testimony.
2. The Committee shall have the authority to adopt supplementary rules of procedure consistent with this code.
3. The Committee shall have the authority to render written advisory opinions concerning the meaning and application of this code, complaint, a conference with the Chief Student Services Officer may replace the first step of the grievance procedure. The Chief Student Services Officer will counsel with the student to determine the appropriate action that is required.
4. The conduct of hearings before this Committee is unaffected by charges of local, state, or federal authorities against the student for acts that are the same, or similar to, charges of misconduct to be heard by the Committee. Two separate jurisdictions are involved in such cases. Therefore, hearings may be held and decisions rendered independent of any resolution by the court system.

5. In addition to written notes, the hearing may be tape recorded, except for the Committee's deliberations. After the conclusion of the hearing, the tape will be kept in the office of the Chief Student Services Officer. The student may listen to the tape of his/her hearing under the supervision of the Chief Student Services Officer or designee. The student is not entitled to a copy of the tape or a written transcript of the hearing.
  6. Upon completion of a hearing, the Committee shall meet in executive session to determine concurrence or non-concurrence with the original finding and to impose sanctions, if applicable.
  7. Decisions of the Committee shall be made by majority vote.
  8. Within 2 working days after the decision of the Committee, the Chairperson shall send a certified letter to the student's last known address providing the student with the committee's decision and a summary of the rationale for the decision.
- C. Appeal to the President
- When the student appeals to the President, the President, whose decision is final, shall have the authority to:
1. Receive from the student an appeal of the Committee's decision.
  2. Review the findings of the proceedings of the Committee.
  3. Hear from the student, the Executive Dean of Student Services, and the members of the Committee before ruling on an appeal.
  4. Approve, modify, or overturn the decision of the Committee.
  5. Inform the student in writing of the final decision within 10 working days of the receipt of the appeal.

## **STUDENT GRIEVANCE PROCEDURE**

### *I. Purpose*

The purpose of the student grievance procedure is to provide a system to channel student complaints against faculty or staff, concerning the following:

- A. Alleged discrimination on the basis of age, gender, race, disability or veteran's status excluding sexual harassment complaints. Because of the sensitive nature of this type of
- B. Alleged sexual harassment complaints should be directed to the Chief Student Services Officer. Because of the sensitive nature of this kind of complaint, a conference with the Chief Student Services Officer will replace the first step of the grievance procedure. The Chief Student Services Officer will counsel with the student to determine the appropriate action that is required. If the grievance is not resolved after this meeting, then the remainder of the grievance procedure will be followed.

- C. Academic matters, excluding individual grades except when the conditions in items A or B above apply.

## *II. Definitions*

When used in this document, unless the content requires other meaning,

- A. “College” means any college in the South Carolina Technical College System.
- B. “President” means the chief executive officer of the college.
- C. “Administrative Officer” means anyone designated at the college as being on the administrative staff, such as President, Chief Academic Officer, Chief Student Services Officer, etc.
- D. “Chief Student Services Officer” means the Administrative Officer at the College who has overall management responsibility for the student services or his/her designee.
- E. “Chief Instructional Officer” means the Administrative Officer at the College who has overall management responsibility for academic programs and services pr his/her designee.
- F. “Student” means the person taking any course(s) offered by the college.
- G. “Instructor” means any person employed by the college to conduct classes.
- H. “Staff” means any person employed by the college for reasons other than conducting classes.
- I. “Campus” means any place where the college conducts or sponsors educational, public service, or research activities.

## *III. Procedures*

### *A. First Step*

The student must go to the instructor or staff member where the alleged problem originated. An attempt will be made to resolve the matter equitably and informally at this level. The conference must take place within ten instructional weekdays of the incident that generated the complaint.

### *B. Second Step*

If the student is not satisfied with the outcome of the informal conference, the student may file a written grievance. The Chief Student Services Officer, or designee, shall make a grievance form available to the student and explain the grievance process to the student. The completed grievance form must be presented to the Chief Student Services Officer, or designee, within ten instructional weekdays after satisfying the first step in the grievance process. The Chief Student Services Officer, or designee, shall give written acknowledgement of receipt of the grievance form.

The Chief Student Services Officer, or designee, will then refer the grievance to the immediate supervisor involved. The supervisor shall respond in writing to the student within ten instructional weekdays of receipt of the grievance form. As a part of the effort to resolve the issue, the supervisor will consult with the accused and Chief Administrative Officer of the division or component concerned.

#### C. Third Step

If the supervisor's written response does not resolve the matter, the student may request to appear before the Student Grievance Committee. The student must submit a written request within five instructional weekdays after receiving the supervisor's written response. The request shall include a copy of the original grievance form and the reason why the supervisor's response was unsatisfactory. The student must attach a copy of the supervisor's response to the request. The Chief Student Services Office shall immediately notify the President who shall ensure that the Committee is organized in a manner consistent with Section IV.A of this procedure. The Chief Student Services Officer, or designee, will send copies of the appeal to the members of the Committee, the employee, and the employee's supervisor. The employee against whom the grievance was filed shall be given an opportunity to respond in writing to the chairperson of the Committee. The Student Grievance Committee's meeting(s) shall be conducted between five and fifteen instructional weekdays following the date of the request. The chairperson may grant a postponement if either party submits a written request prior to the scheduled meeting.

#### D. Fourth Step

If either party is not satisfied with the Committee's decision, that a person may submit an appeal to the President of the college within ten instructional weekdays of the Committee's decision. The President shall review the Committee's findings, conduct whatever additional inquiries are deemed necessary and render a decision within ten instructional weekdays of receipt of the appeal. The President's decision is final.

### IV. THE STUDENT GRIEVANCE COMMITTEE

- A. The Student Grievance Committee shall be composed of the following:
  - 1. Three students recommended by the governing body of the student body.
  - 2. Two faculty members recommended by the Chief Instructional Officer.
  - 3. One Student Services Staff member recommended by the Chief Student Services Officer.
  - 4. One administrator, other than the Chief Student Services Officer, to serve as the Committee's chairperson.
  - 5. The Chief Student Services Officer, or designee, who serves as an ex-officio, non-voting member of the committee. The President must approve all recommended members.



## B. Purpose and Function of Grievance Committee

1. All student grievance committee are ad hoc and shall be formed to hear specific complaints. A new committee may be formed every time that a grievance covered under this procedure is filed.
2. Wherever a committee is formed, it may adopt additional rules and guidelines not in contradiction with these procedures.

## C. Rights of the Parties Involved in a Grievance

When a grievance committee is scheduled, the parties involved are entitled to:

1. A written notice of the complaint that shall be forwarded to all parties at least five instructional weekdays prior to the meeting unless the student filing the complaint waives this requirement. This notice shall include the following:
  - a. A brief description of the complaint, including the name of the person filing the complaint;
  - b. The date, time and location of the meeting, and
  - c. The name of any person who might be called as a witness.
2. Review all available evidence, documents or exhibits that each party may present at the meeting. This review must take place under the supervision of the Chief Student Services Officer or his/her designee.
3. Appear in person and present information on his/her behalf and present additional evidence to the committee, subject to the Committee's judgment that the evidence is relevant to the appeal.
4. Call witnesses who are dismissed after providing testimony and responding to questions posed by the Committee and either party in the appeal.
5. An advisor who shall not address the Committee or ask any witness a question. Payment of legal fees is the student's responsibility.

## D. Hearing Procedures

1. Hearings are close to the public. When testimony is being given, only the committee members, the student and his/her advisor, the employee and his/her advisor, and the witness giving testimony may be present. During deliberations, only the members of the Committee may be present.
2. Hearings are informal and a tape recording of the testimony presented during the appeal hearing may be made. The Committee's deliberations are not taped-recorded. After resolution of the appeal, the tape recording will be kept for three months in the Office of the Chief Student Services Officer. Either party in the appeal may listen to this tape recording under the supervision of the Chief Student Services Officer or designee.
3. The Committee may question the student and the employee. The Committee may also question the employee's supervisor and any additional witnesses that it considers necessary to render a fair decision. Questions must be relevant to the issues of the appeal.

4. Both parties to the appeal may ask questions of the other during the meeting. These questions must be relevant to the issues of the appeal. The Chairperson of the Committee will determine the appropriateness of the questions.
5. The student shall bear the burden of proof.
6. The Committee shall decide the solution of the grievance by a majority vote. In case of a tie, the chairperson shall vote and thus break the tie.
7. The chairperson shall forward a copy of the Committee's decision to all parties involved and to the office of the President of the college within two instructional weekdays of the Committee's decision.

### **Student Complaints About the English Fluency of a Faculty Member**

When a student files a written complaint with the Division Dean regarding the English Fluency of an instructor, the Division Dean will immediately alert the Vice President for Academic Affairs who shall refer the instructor within 10 working days to the English Fluency Evaluation Committee for a proficiency evaluation.

An instructor who is judged proficient by the committee will continue teaching assignments without any further action. However, if student complaints continue or the supervisor determines a continuing fluency/communication problem exists, appropriate actions can be initiated.

A permanent instructor judged deficient by the committee will be given one academic term to develop sufficient English fluency to be judged proficient by the committee. If during the term, the instructor has not shown evidence of satisfactory progress in overcoming the deficiency, disciplinary action may be taken, up to and including termination. An adjunct instructor or judged deficient by the committee may be immediately terminated.

## GRIEVANCE FORM

Filing Date: \_\_\_\_\_

I. Name of Grievant: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

II. Name of Person Against Whom Grievance is Being Filed:

\_\_\_\_\_

III. Nature of Grievance:

IV. Desired Solutions:

V. Action Taken by Grievant to Date:

ATTACH ALL PERMANENT WRITTEN DOCUMENTATION AND FORWARD  
TO APPROPRIATE SUPERVISOR

\_\_\_\_\_  
SIGNATURE OF GRIEVANT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF EXECUTIVE DEAN

\_\_\_\_\_  
DATE

## **CAMPUS BUILDINGS**

### **PHYSICAL PLANT BUILDING (Bldg. #22):**

This building houses Public Safety, Physical Plant, and a Distance Education classroom.

### **THE THOMAS N. RHOAD DINING HALL (Bldg. #23):**

Rhoad Hall houses the student dining hall, the faculty dining hall, and Food Services Program.

### **BLATT HALL (Bldg. #24):**

Blatt Hall houses the President's Office; the Vice President for Academic Affairs' Office; the Fiscal Affairs Office; Institutional Research and Planning; the Commission Room; the Conference Room; the Computer Center; the Division of Business, Computer, and Related Technologies/Public Service; and Personnel.

### **SMITH HALL (Bldg. #25):**

Smith Hall houses the Marketing and Media Relations Office and the Copy Center; Cosmetology; Barbering; the Transitional Studies faculty offices; and the PLATO lab.

### **TRI-COUNTY BUILDING (Bldg. #26):**

This building houses the Machine Shop and the Old Cafeteria.

### **STORAGE BUILDING (Bldg. #27):**

This building is used for equipment storage.

### **SCIENCE AND ENGINEERING BUILDING (Bldg. #28):**

This building houses the Chemistry, Physics, and Biology Labs; the Electronics Technology labs; the Electromechanical Engineering Technology lab; Criminal Justice, Human Services, and Early Childhood programs; Basic Tailoring and Alterations; the Office of the Dean of Public Service; and the Office of the Dean of Industrial and Related Technologies.

### **LEARNING RESOURCES AND TECHNOLOGY CENTER (Bldg. #29):**

This building houses the college library including electronic resources, audiovisual services, and an interactive video classroom.

**ACADEMIC CENTER (Bldg. #30):**

This building houses the Student Health Center, the Academic Auditorium, and the Division of Arts and Sciences.

**WILLIAM L. MCDUFFIE STUDENT SERVICES CENTER (Bldg. #100):**

This building houses the Theodore Chaplin Gymnasium; the Executive Dean of Student Services; Counseling and Testing; Student Activities; Financial Aid; Admissions and Records; Recruitment; Bookstore; and the Campus Post Office.

**CONTINUING EDUCATION BUILDING (Bldg. #200):**

This building houses the Continuing Education Department; the Multi-Skills Technician Grant Program; the Transportation Institute, and the Satellite Classroom.

**THE SOUTH BUILDING (Bldg. #300):**

This building houses the Plumbing lab, the Electricity lab; and the Welding lab.

**AUTOMOTIVE TECHNOLOGY BUILDING (Bldg. #400):**

The Auto Mechanics Building houses classrooms and a laboratory.

**DAWKINS HALL (Bldg. #500):**

Dawkins Hall is a female residential center housing 124 students.

**MARTIN LUTHER KING, JR. HALL (Bldg. #600):**

This residential center houses approximately 144 male students.

**EDISTO HALL (Bldg. #700):**

This residential center houses approximately 66 students, 33 males and 33 females.

DENMARK TECHNICAL COLLEGE  
CAMPUS MAP

***IF YOU HAVE QUESTIONS ABOUT:***

*Absences  
Academic Advising  
Academic Probation  
Activities  
Admissions  
Applications  
Books  
Clubs, Organizations  
Counseling  
Discipline  
Drop/Add Courses  
Fees  
Financial Aid  
GED  
Graduation Applications  
Insurance  
Job Placement Assistance  
Medical Assistance  
Non-Academic Probation  
Orientation  
Parking  
Personal Problems  
Publicity/Publications  
Refunds  
Registration  
ROTC  
Transcripts  
Testing  
Veteran's Benefits  
Withdrawals*

***SEE:***

*Instructor  
Faculty Advisor  
V.P. for Academic Affairs  
Student Services or Activities Director  
Admissions and Records Office  
Recruitment or Admissions Office  
Campus Bookstore  
Student Activities Director  
Counseling and Testing  
Executive Dean of Student Services  
Faculty Advisor  
Business Office  
Financial Aid Office  
Transitional Studies Division  
Admissions and Records  
Business Office  
Career Planning & Placement Office  
Health Services Center  
Executive Dean of Student Services  
Counseling Services  
Public Safety  
Counseling Services  
Marketing & Media Relations  
Business Office  
Admissions and Records  
Dean, Arts and Science  
Admissions and Records  
Counseling Services  
Veterans Affairs Counselor  
Counseling Services*



### **Alma Mater\***

O', Alma Mater, waving high  
The Pride of all our hearts,  
Real manliness, Fidelity  
That never doth depart.

We love thy large and tiny halls,  
Thy lawns and sunny plains,  
We give thee praise with all our might  
And yours we will remain.

CHORUS:  
To thee, dear, Denmark Tech  
Our hearts are beating true,  
We give thee praise and loyalty  
In everything we do.

Alvin O. Jackson  
Class of '50

\*To the tune of "Auld Lang Syne"